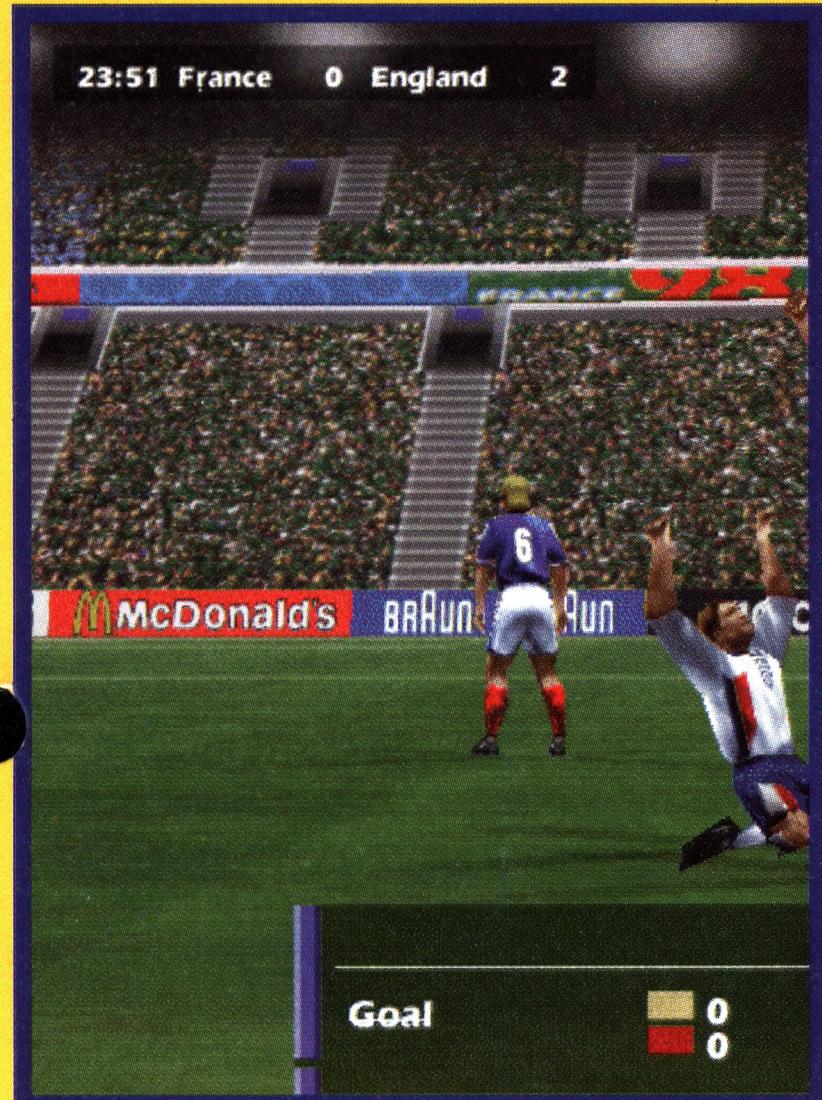
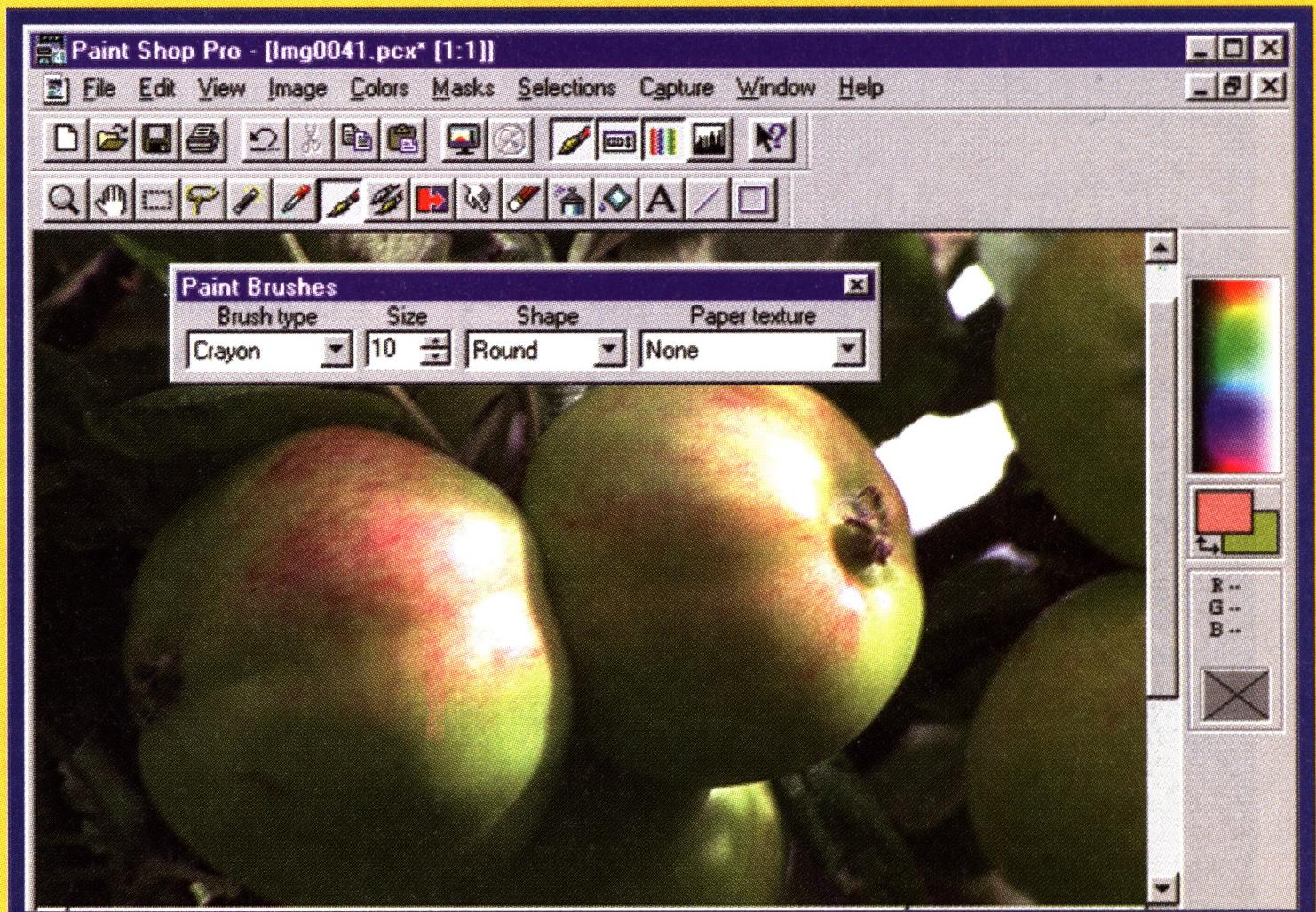
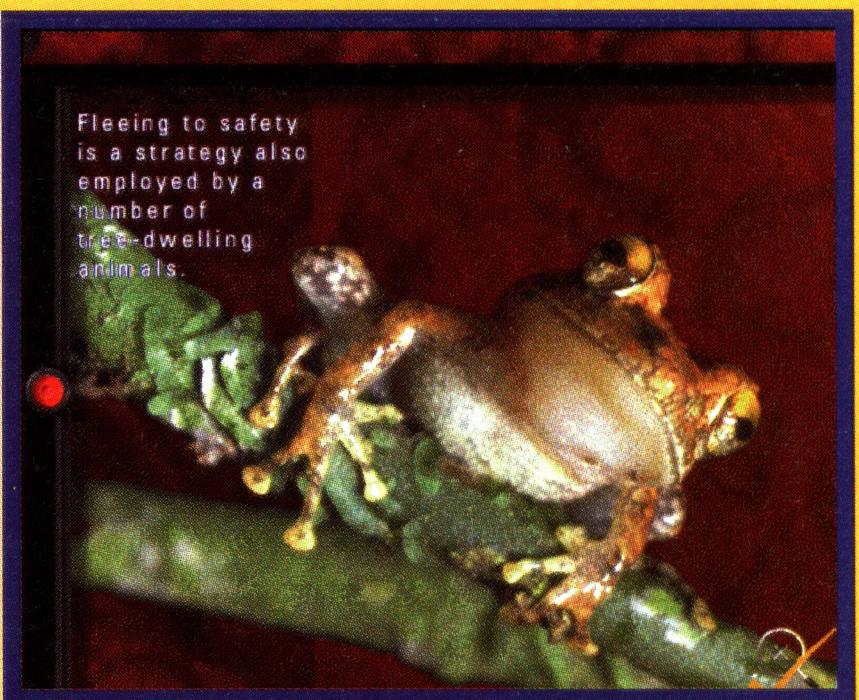


# Beginners' KnowHow

## 4 GETTING STARTED: SOFTWARE



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# Going soft

**Master the art of Windows software in an instant: get to grips with GUIs, identify with icons and wise up to Wysiwyg.**

Software is the collective name for all types of computer programs. Software programs are simply a huge set of instructions which make your PC do something useful. They tell your PC what to do with the information you are feeding into it, what to show on screen and what to print.

Software is supplied on a set of floppy disks or CD-ROM discs, which you transfer on to your PC's hard disk. If you buy a PC, you should find the important software items like Windows have been loaded on to the hard disk.

When you want to run a particular software program, like a writing or word processing program, you turn your PC on and choose the program you need. Programs are represented by a small picture or icon on the screen. The PC finds the program on the hard disk, loads it into the PC's memory bank and gets it ready for you to use.

*PC KnowHow* concentrates on software that works with Microsoft Windows, which is the operating system used by most PCs today. Windows presents you with graphics, images, icons and lists of choices called menus, which make it easy to use.

Windows is called a graphical user interface or GUI (pronounced gooey). Since when you look at the screen what you see is what you get when you start printing, Windows is an example of what's become known as a Wysiwyg program.

If you buy Windows-compatible programs they will always work with Windows. Once you have mastered the way Windows works, you can work your way around any Windows-compatible program, no matter how new it is to you.



# Choosing software

## Whatever you want to do with your computer, you'll probably find a software package to suit.

Even if you have only the vaguest acquaintance with the world of computers, you'll probably have come across two bits of jargon already: hardware and software. Broadly speaking, hardware is anything you can touch — a computer, its screen, keyboard, mouse, a printer and so on. Software refers to the programs that allow the computer (with your help) to do useful and interesting things.

So there's no point in having a PC without any software. It'd be like having a television that didn't receive any channels, buying a CD player, but no CDs or refitting your kitchen, but not bothering to buy any food to cook in it. One without the other is no use to anybody.

### CD-ROMs

Nearly all PC software comes on CD-ROMs. These look just like music CDs, but they can store all the instructions that make a program work. When you get a new program home you have to copy it on to your PC before you can use it. This is called installing. Usually all you have to do is put the CD-ROM in the CD-ROM drive and it will automatically start its installation program. All you do is follow the instructions that appear on the screen.

The range of available software is extraordinary. If you can think of something you want to do, the chances are you'll be able to find a program that will help you do it. There are programs for writing letters, drawing pictures, making music, sending faxes, sending electronic letters to friends, designing room interiors, laying out gardens, running household accounts, budgeting for a loan repayment, keeping lists of names and addresses of people you write to regularly, planning meals, creating a family tree, designing greetings cards, invitations, letterheads and compliment slips, learning a foreign language, finding out about another country, planning a journey and so on.

### Software for free

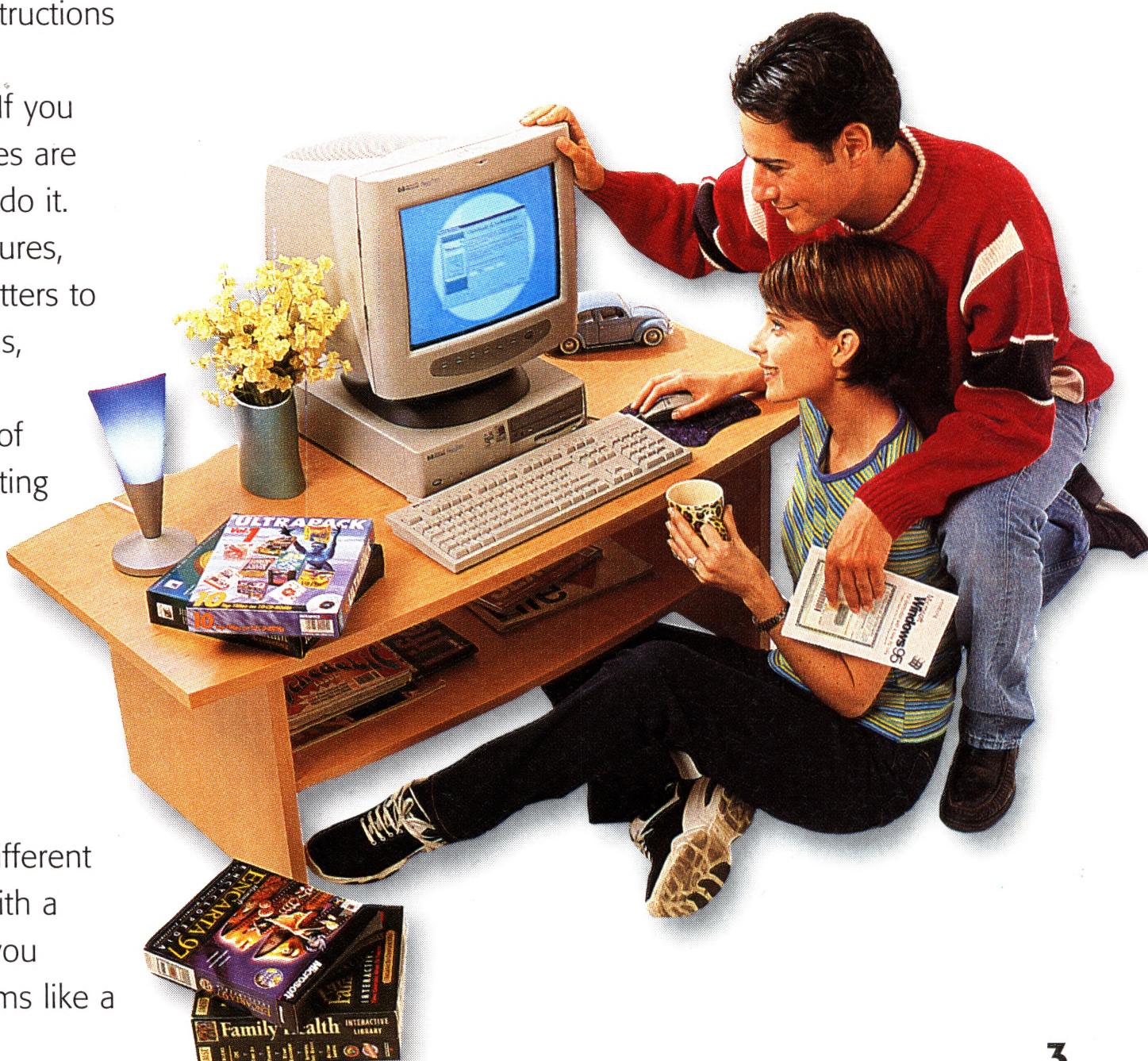
You can get software in different ways and from different places. If you buy a new PC it will usually come with a number of programs (sometimes dozens) to get you started. Typically these will include popular programs like a

word processor, a spreadsheet, perhaps a home finance program, a multimedia encyclopaedia and a few games. Alternatively, you can buy new software either from a high street computer shop, or by mail order. Sometimes, one will be cheaper than the other, so it pays to compare prices. However, there are also ways you can check out a program before you buy it.

### Cover discs

Many computer magazines now include a free CD-ROM containing demonstrations of a number of programs that you can try out for free. It's rare that these will be the full version of a particular program. Typically programs like this will stop working after a set number of days, or they won't let you save anything you've done. If you're hooked up to the Internet you'll find thousands of programs you can try out in this way. Finally, from time to time, you'll see large computer exhibitions advertised and this is an excellent way of getting a look at new software.

When you buy a program, you'll see it comes with a registration card where you fill in your name and address and a few other details, then put it in the post. When you register you become eligible for extra information about the program, free updates when small changes are made to it, and news of new versions. Registration is free.



# Office and business

## Check your cash flow, draft your correspondence and keep up with contacts – all from your PC.

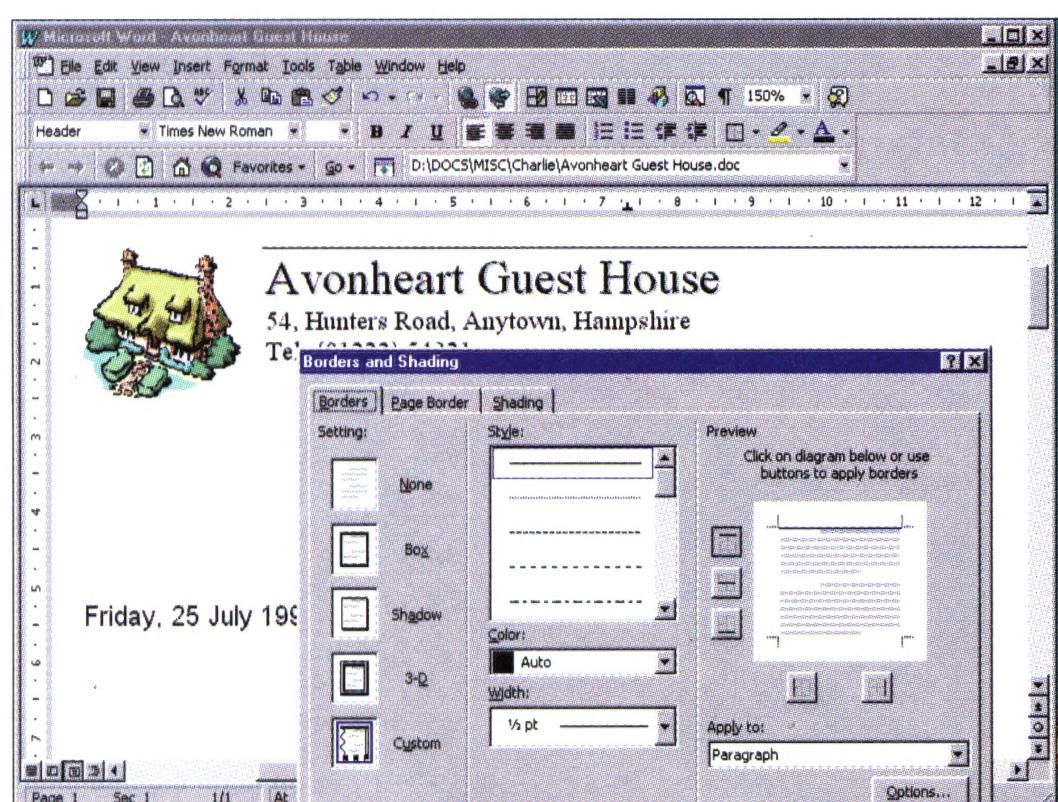
Software for home offices and small businesses is only worth buying if it saves you time and lets you conduct your business more professionally. It doesn't have to be part of some mad efficiency drive: using a PC to run a business, no matter how small, simply makes good sense.

### Word processing

If all you ever do is scribble the odd letter, you don't need to buy any software at all, just use WordPad or Notepad which come with Windows. For anything more sophisticated, you need a word processor. Word processors can handle different sizes of text as well as coloured, underlined, bold and italic text. You can count how many words you've written, get the program to analyse your grammar and so on.

### Spreadsheets

Imagine the world's most sophisticated calculator and you'll understand what a spreadsheet can do for you. They look like large grids made up of rows and columns and the numbers you want to calculate are typed into the grids. Spreadsheets use formulae to make complex calculations easy and are perfect for analysing cash flow, working out repayments or setting up a family budget.



Because word processors can also display and print out pictures, they're useful for creating letterheads. This is being designed with Microsoft Word.

|    | A                    | B         | C         | D         | E         | F         | G         | H | I |
|----|----------------------|-----------|-----------|-----------|-----------|-----------|-----------|---|---|
| 1  |                      | January   | February  | March     | April     | May       | June      |   |   |
| 3  | Food                 | £195.00   | £285.00   | £194.00   | £325.00   | £213.00   | £197.00   |   |   |
| 4  | Cash                 | £290.00   | £300.00   | £100.00   | £340.00   | £160.00   | £210.00   |   |   |
| 5  | Bills                | £428.20   | £531.90   | £795.41   | £1,113.62 | £567.34   | £612.90   |   |   |
| 6  | Pet                  | £49.00    | £38.00    |           | £17.00    | £23.00    | £41.00    |   |   |
| 7  | Buys                 | £183.00   | £46.50    | £91.50    | £42.00    | £38.00    | £29.70    |   |   |
| 8  | DIY                  | £7.00     | £72.00    |           | £26.75    | £39.99    | £12.60    |   |   |
| 9  | Fun                  | £19.55    | £24.00    |           | £90.00    | £42.00    | £19.78    |   |   |
| 11 | What we've spent     | £1,171.75 | £1,297.40 | £1,180.91 | £1,954.37 | £1,083.33 | £1,122.98 |   |   |
| 12 | Salary               | £1,700.00 | £1,700.00 | £1,700.00 | £1,700.00 | £1,700.00 | £1,700.00 |   |   |
| 13 | What's left over     | £528.25   | £402.60   | £519.09   | -£254.37  | £816.67   | £577.02   |   |   |
| 16 | Opening bank balance | £2,000.00 | £2,528.25 | £2,930.85 | £3,449.94 | £3,195.57 | £3,812.24 |   |   |
| 17 | Closing bank balance | £2,528.25 | £2,930.85 | £3,449.94 | £3,195.57 | £3,812.24 | £4,389.26 |   |   |

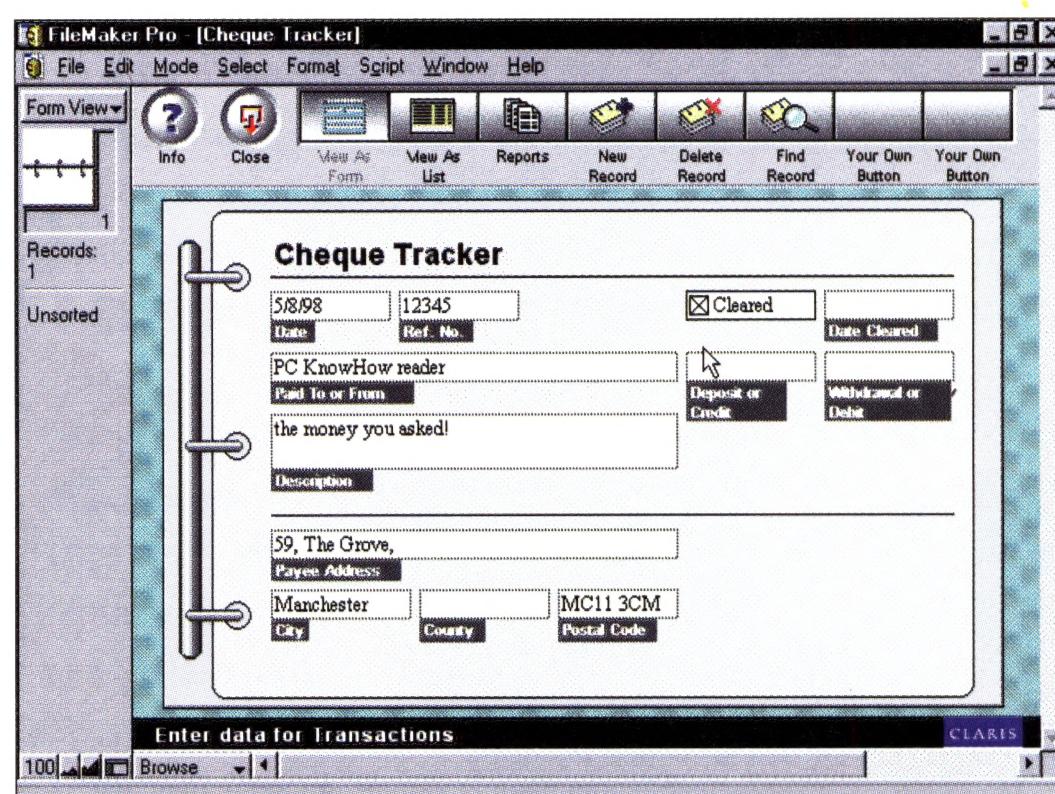
Spreadsheets like the one in Microsoft Works are useful for keeping track of your household expenses.

### Databases

Databases are used to store information such as names and addresses. They make it easy to find data once you've typed it in. In an address database for example, to find the address of John Smith, you simply go to the search feature and type in John Smith and his details pop up on screen.

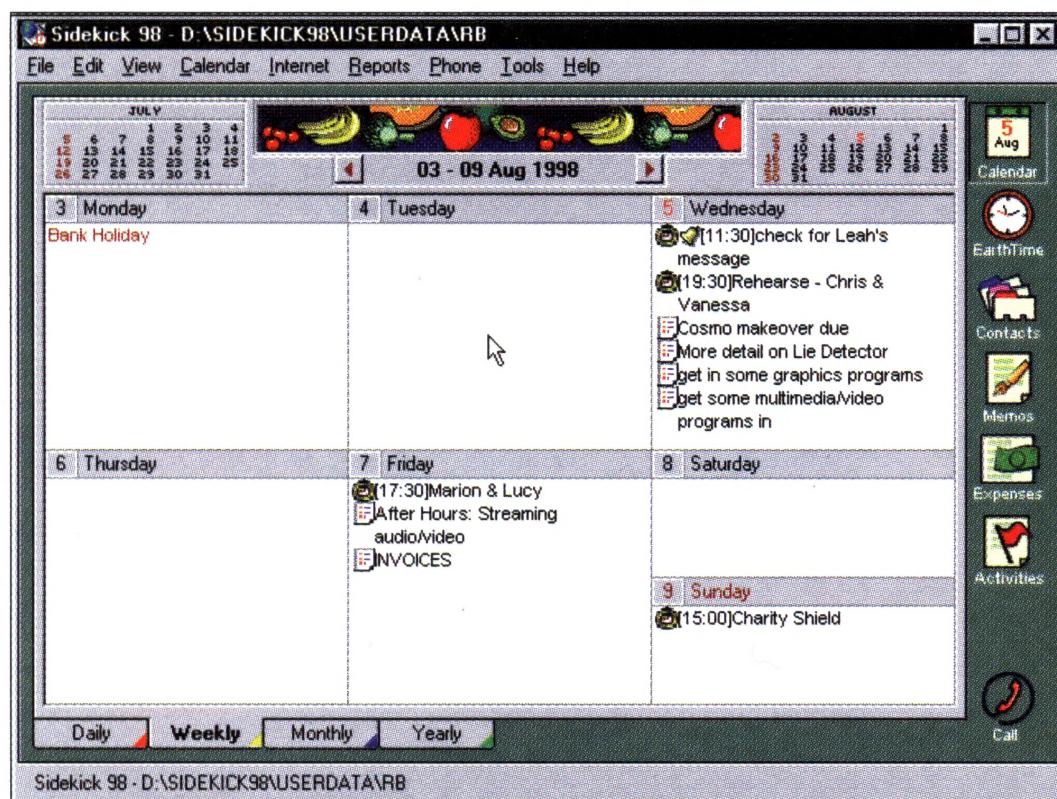
### Organisers

PC organisers usually include a calendar program for appointments, a to-do list of tasks, a name and address list, a notepad and sometimes an expenses manager. You can set audible alarms to remind you to do something.



Databases sound complicated, but they needn't be. This is one created in FileMaker Pro that lets you keep a track of the cheques you're writing.

# • software



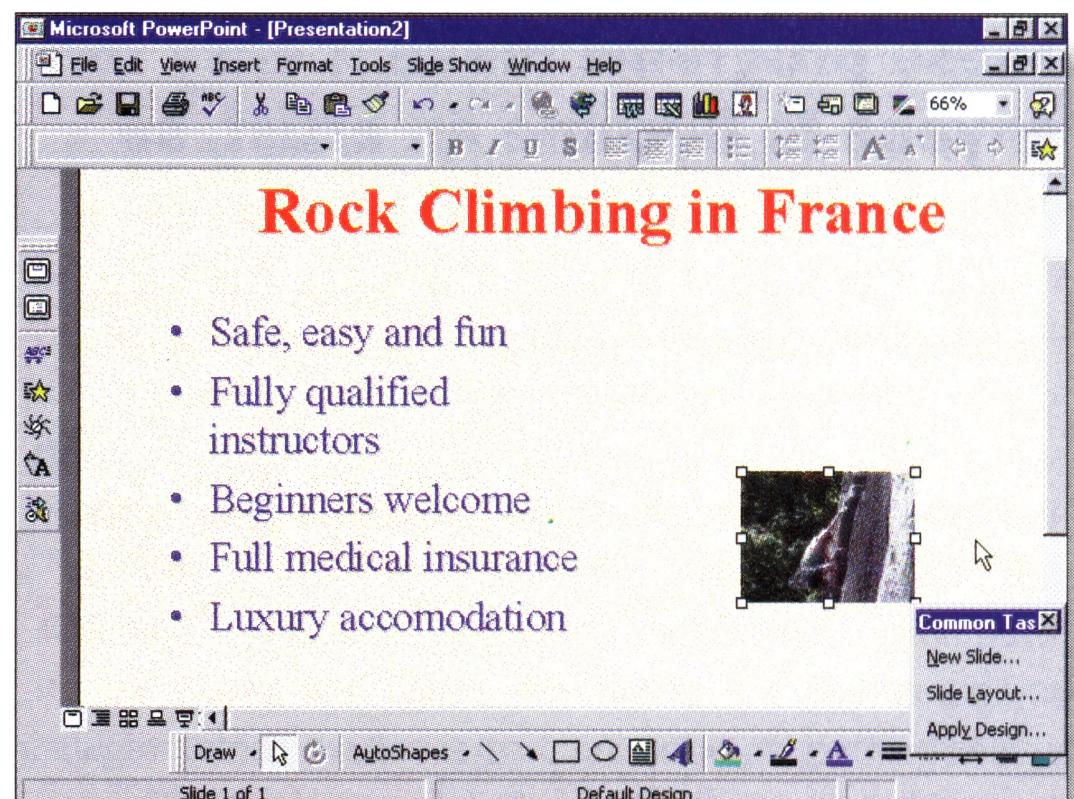
**Organisers like SideKick 98 are an excellent way of keeping appointments, names, addresses, lists of things to do and so on.**

## Desktop publishing

These programs allow you to produce professional looking documents. They're excellent for creating club newsletters, invitations, cards, adverts, business cards, stationery, posters, gift tags and so on. You can incorporate colour pictures and photos and use many of the same layout techniques that you see in magazines and newspapers.

## Presentation software

Remember the school overhead projector? Presentation programs are their modern equivalent. You use them to assemble slide shows on the computer, creating each slide with colourful graphics, the message of your text, and

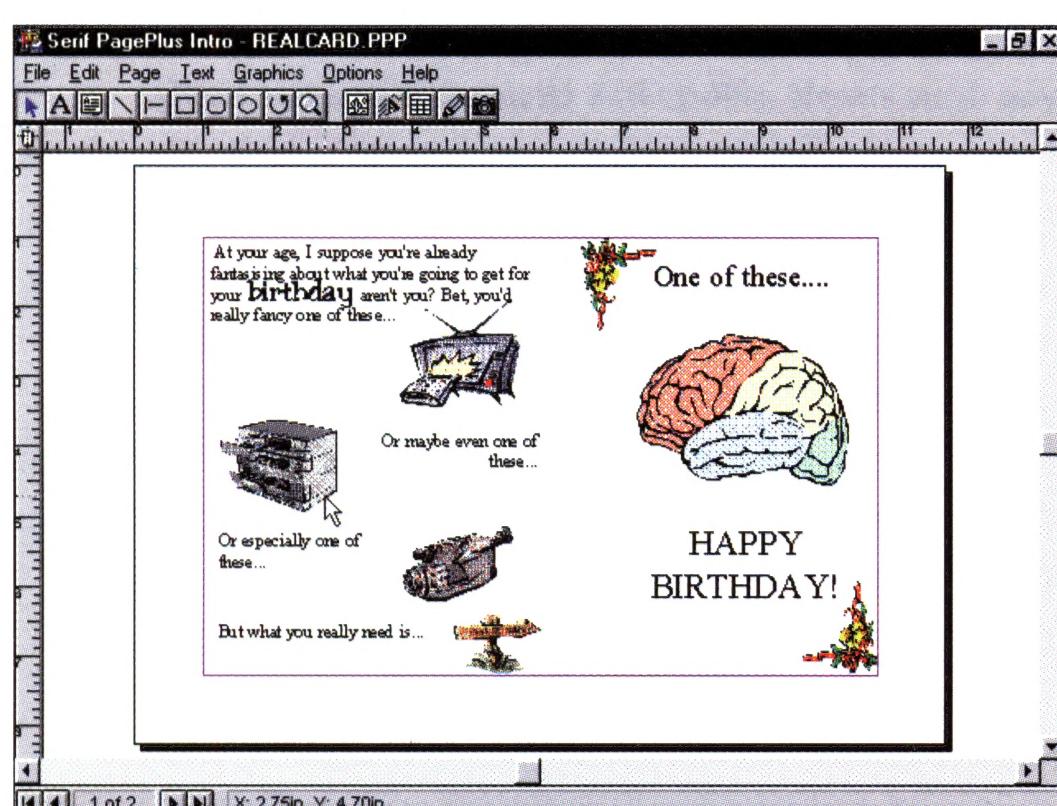


**Presentation programs like Microsoft PowerPoint can be used to create compelling slide shows.**

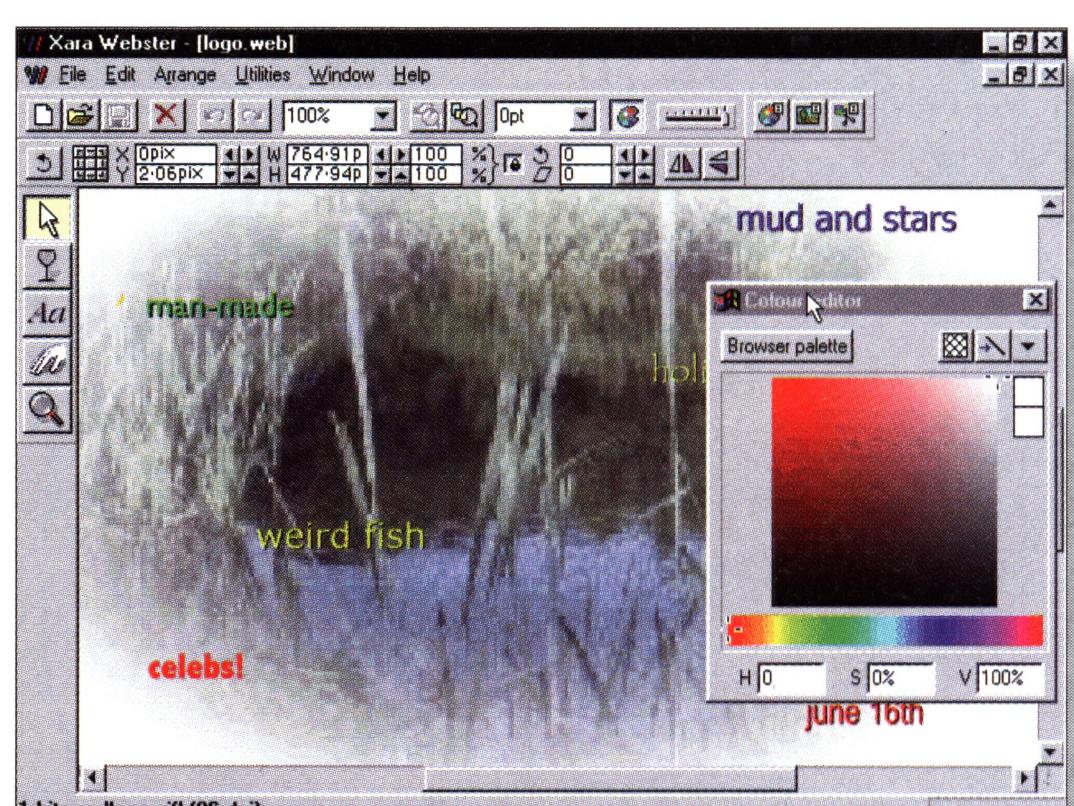
perhaps some background music, or a short video clip that will also play on the computer screen. These programs are great for presenting to any kind of group, whether it's a club or society, or a parents' evening.

## Suites

The office suite is a collection of programs (usually a word processor, a spreadsheet and a database) designed by the same company. The programs look and feel similar, so when you've worked out the basic functions (saving, printing, copying, moving and so on) in one, you know how the others will work. The programs in office suites are also good at swapping information between each other.



**Desktop publishing programs like Serif PagePlus Intro can produce effective results like this birthday card.**



**There are many kinds of graphics program. Here Corel Xara is used for producing images for display on a Web site.**

# Graphics

**These programs make it easy for anyone to become an artist, so turn your words into pictures.**

Probably the biggest single thing that's changed in computing in the past decade is that it's become more visual. If you think back to how computers are portrayed in the movies, for example, it's nearly always glowing green text on a black background. But today's PCs love pictures; even office programs are capable of producing simple 3D images and bold, colourful text.

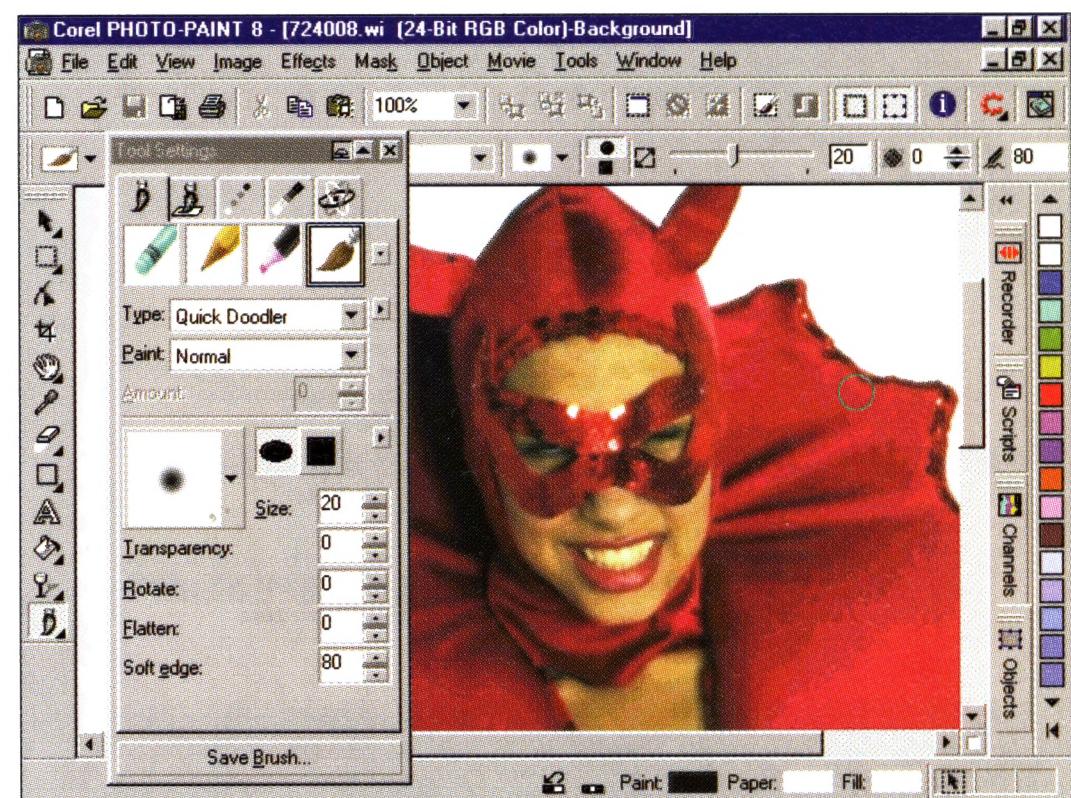
Also graphics and drawing programs have confronted their big problem – people who can't draw – and now offer shortcuts to make it easy for the artistically challenged.

## Drawing and painting

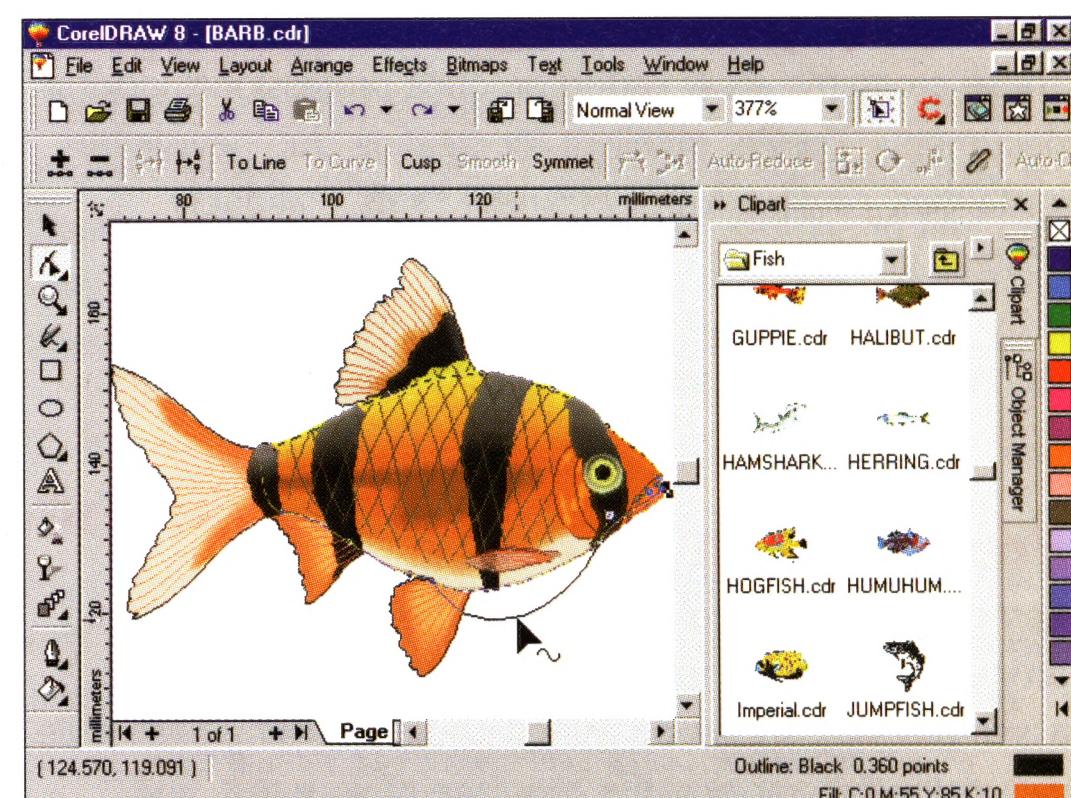
There are a number of advantages in using a PC program to draw or paint. First, if you make a mistake, you can undo it (most good programs have a special Undo command that lets you step back to the point before you made the mistake); second, because you're not making a mess, they give you the freedom to experiment. Third, because you're not paying for expensive art materials, you can play with different styles (crayon, oils, airbrush, spraycan) on different kinds of electronic paper (canvas, stone, wood and so on) with abandon. Drawing and painting programs come with loads of electronic brushes that allow you to produce realistic paint-like effects whether you fancy doing a water colour, or a simple pen and ink-style sketch.



**MGI PhotoSuite** is a project-based image-editing program. Its activity guide offers new users lots of easy ways to get started.



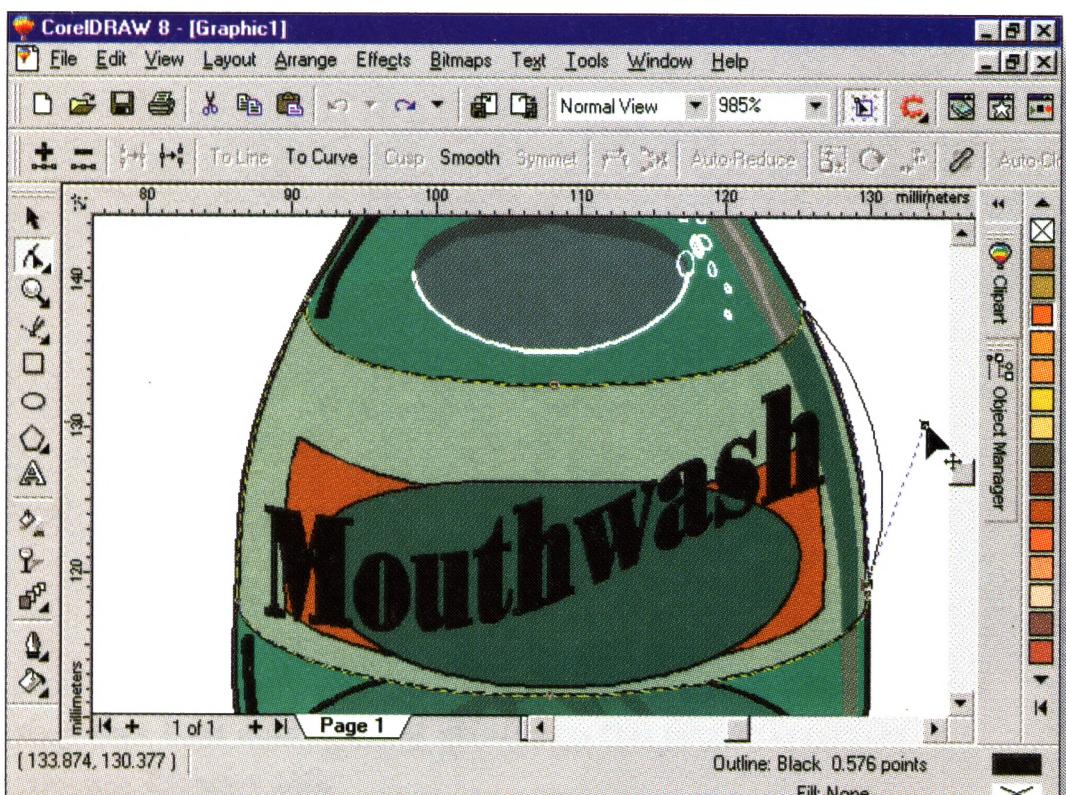
Here's an image being displayed in **Corel PhotoPaint**. Notice the different electronic brushes in the dialogue box on the left.



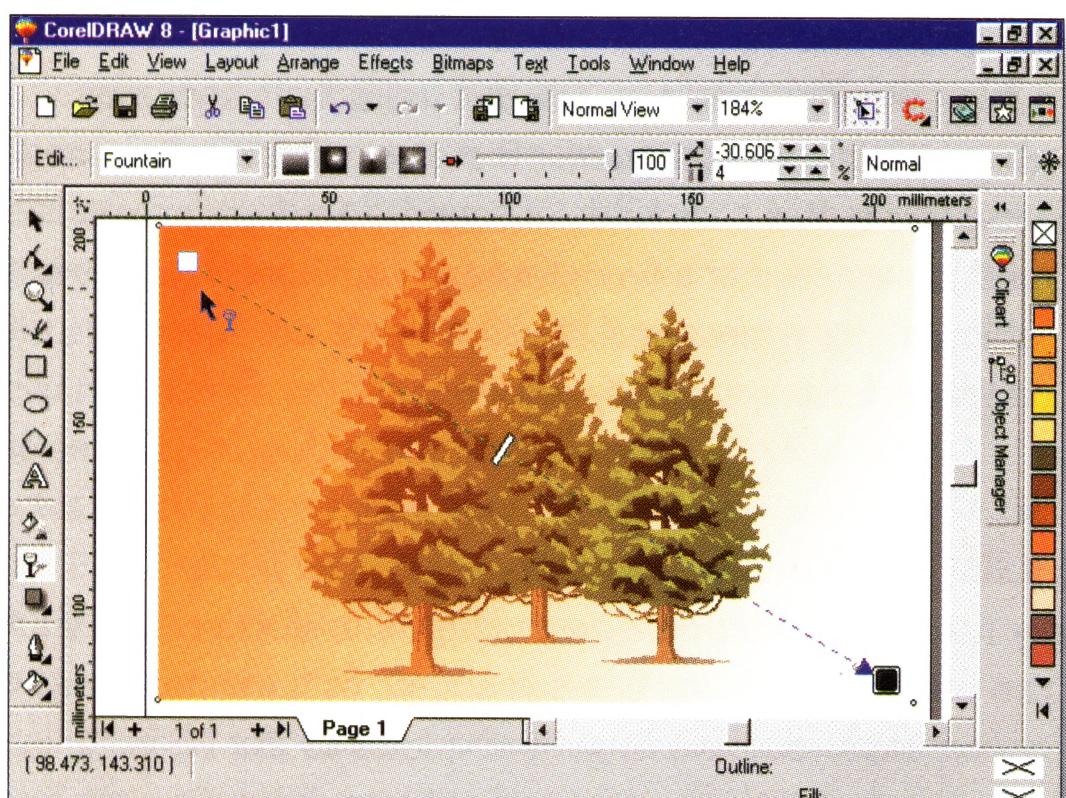
A typical drawing program in action. On the right you can see a selection of pre-drawn fish and on the left, the tools that let you draw simple objects like circles and squares easily.

They also help out by including lots of pre-drawn shapes such as circles, squares, rectangles, lines, arrowheads and so on, that you can use to sketch out the basics of what you're doing before you start adding the finer details by hand. They're clever at handling text too: you can bend and squeeze words into funny shapes, draw a wiggly line and then make any text you type follow it exactly, and add shadows behind text for a natty 3D effect.

Finally, because Windows programs understand how to work together, you can easily take any drawing you've produced and incorporate it into another document, newsletter, spreadsheet or even a database in order to give it more visual impact.



You can bend text into interesting shapes, then combine it with a picture to produce highly professional results.



Drawing software makes it easy to produce a graduated tint that starts with a strong orange and fades to almost white.

## Image editing

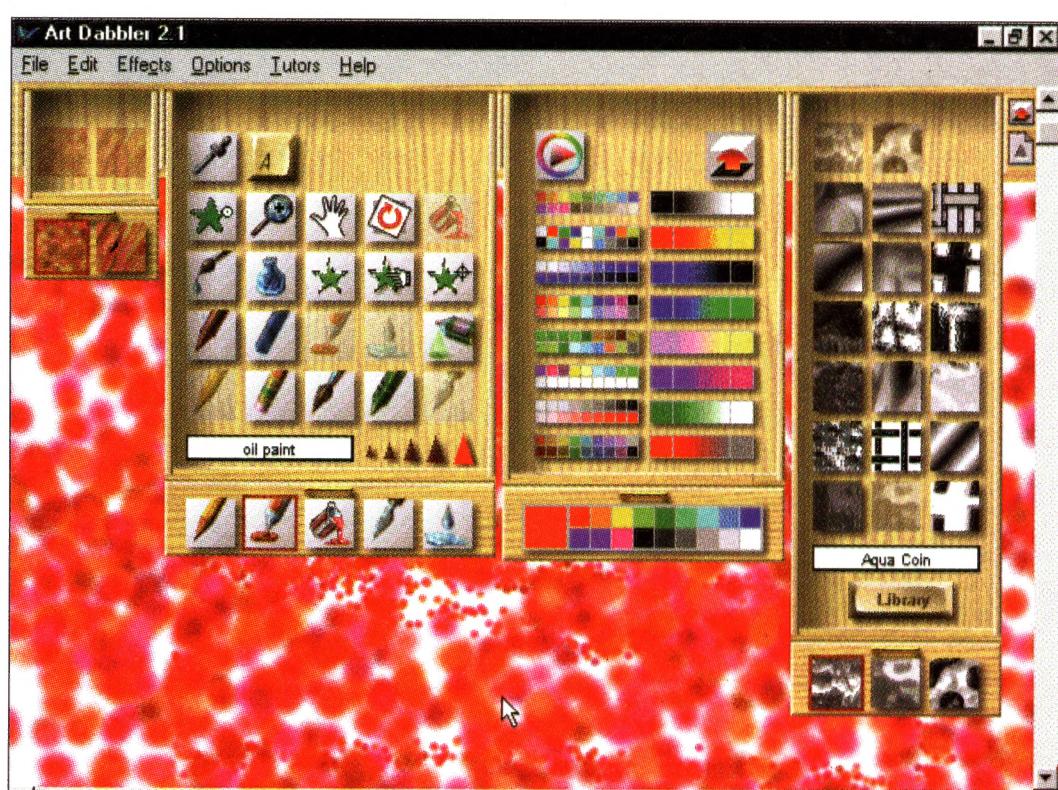
Sometimes called photo editing, this was until recently the domain of professional graphic artist-types who could afford powerful computers and expensive software. But in these days of cheap digital cameras and scanners, more ordinary PC owners are interested in messing around with photos. At first, it's quite hard to understand how photo editing works or what you'd use it for. You can repair old and damaged photographs by smoothing out creases and folds, then print out the cleaned up version on a colour printer; or you can eliminate red eyes in an otherwise perfect photo, by using the program to zoom in close, then changing the colour of the eyes. Think of it as being able to change a photograph the way you change text in a word

processor. Photo editing programs can apply all sorts of cinema-style special effects to your pictures, too. Photo editing programs can be quite complex, and if that concerns you, look for those that are project-based. Such programs can do many of the clever tricks that traditional photo editors can, but have friendly menus with a list of different projects you can do, such as creating a birthday card or calendar, cleaning up a photo, or printing it out.

## Help!

But what happens if you can't draw at all, not even a straight line? There are a few alternative programs that can help you out, particularly in a home office and small business situation. Most of them aren't any use for creating pictures, but they're effective at producing slick diagrams (an office floor plan, for example), flow charts, and other organisational drawings. They can do this by offering you an electronic toolbox of pre-drawn symbols, shapes, lines, arrows and so on, that you drag and drop into position on the screen with the mouse. This lets you concentrate on the idea you're trying to get across with the diagram, rather than worry about the mechanics of making it look good.

If that sounds too much like hard work, there's always clip art. These are drawings, paintings, photographs, symbols, logos, icons and so on that have been prepared by professionals, then stored on a CD-ROM. There are usually hundreds (often thousands) in a single collection, organised into categories so you can find what you're looking for easily; all you have to do is find the one you want, then use Windows standard copying commands to pop it into whatever you're working on.



Art Dabbler is a good introduction for computer artists.

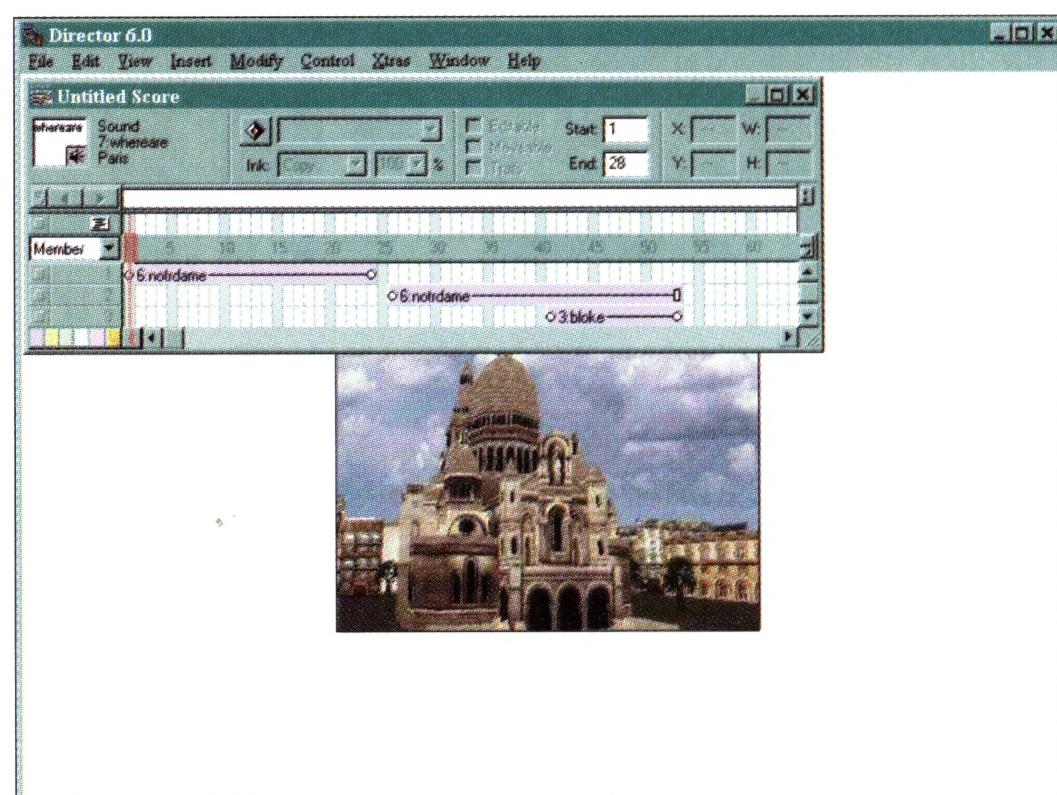
# Multimedia

## Most PCs offer sound and vision, but you'll need plenty of power to turn your PC into a mixing desk

Today's PC comes well equipped to deal with audio, video and animations. After all, it's usually powerful enough, includes the circuitry you need to play back sounds, has speakers and a CD-ROM drive. But besides being the recipient of all that sound and fury, there's nothing to stop you from having a go at creating something yourself. In fact, there are lots of programs that can help you. One word of warning though: with the possible exception of playing sophisticated games, getting involved in multimedia places heavy demands on your PC and to enjoy the experience you should have the most powerful one you can afford with lots of memory and a large hard disk.

### Audio

There are two kinds of audio recordings you can make on a PC. The first is called an audio file and is likely to be the sound of a voice, or a sound effect (like a slamming door). You can record these sounds yourself using a simple microphone that plugs into the mic in socket on your PC's soundcard, or you can buy libraries of sound effects on CD-ROM (you can also download them from the Internet). The other kind of recording you might make is of an electronic musical instrument like a synthesiser, and there are PC programs that let you record several instruments one on

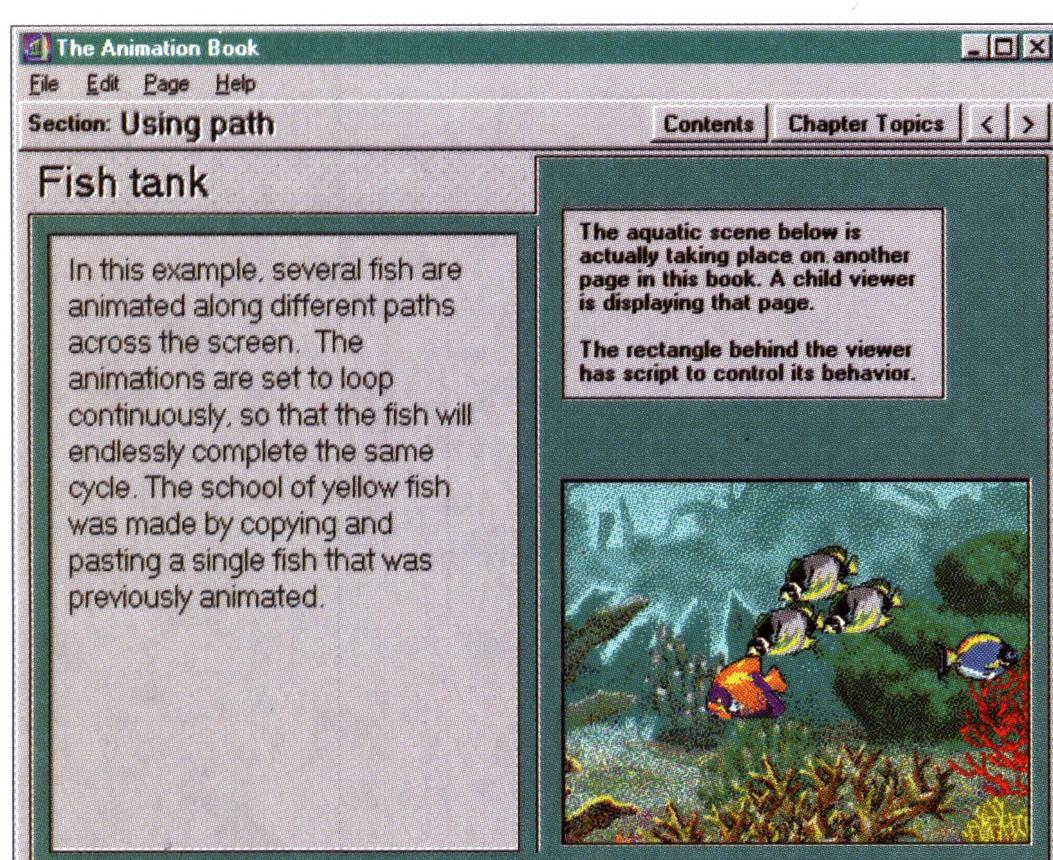


Here's the start of a multimedia presentation being created using **Macromedia Director**.

top of the other until you have a recording that sounds like a band playing. Then, you can edit individual wrong notes using one of these programs. The most sophisticated ones allow you to mix both kinds of sounds together and can produce results that a few years ago could only have been achieved in a professional studio. There's also plenty of programs for the musically challenged.

### Video

By now it shouldn't be a great surprise to discover that you can edit video like you can edit sound, pictures, numbers, or text. First, you have to get the video into the PC itself,



**Asymetrix Toolkit** is one of the oldest and most established multimedia authoring programs.

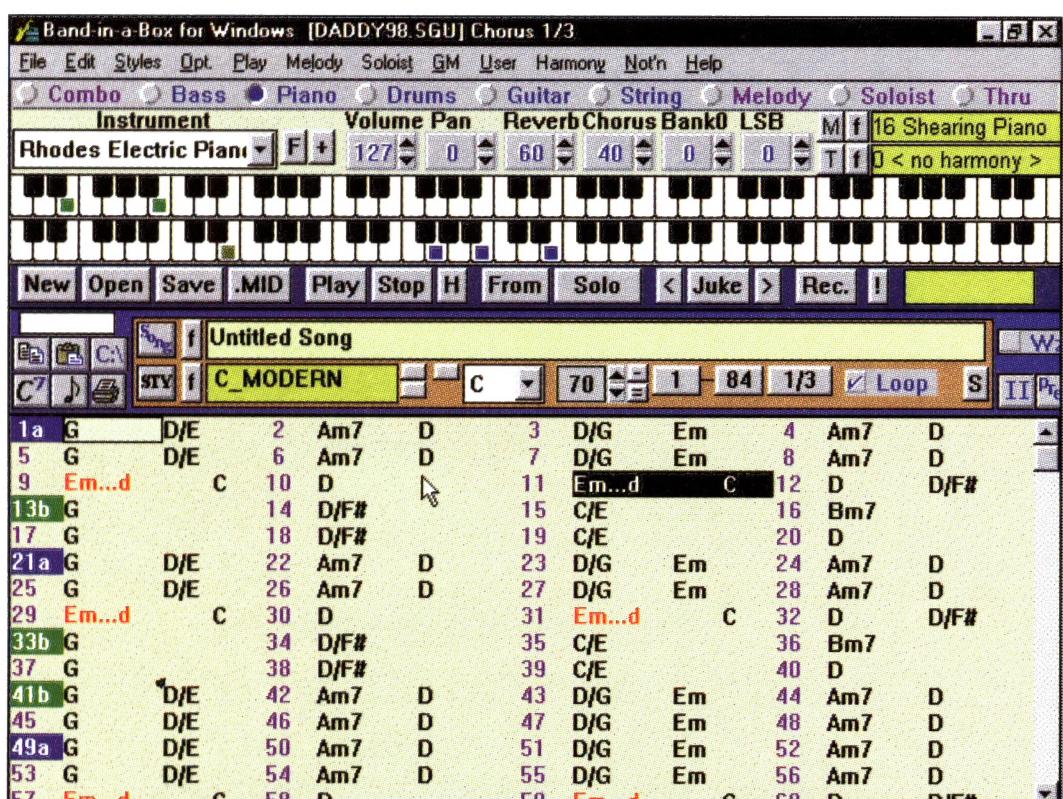


**MGI VideoWave** has a much more consumer-friendly look and feel than some of the other more heavyweight packages. It can produce good results too.

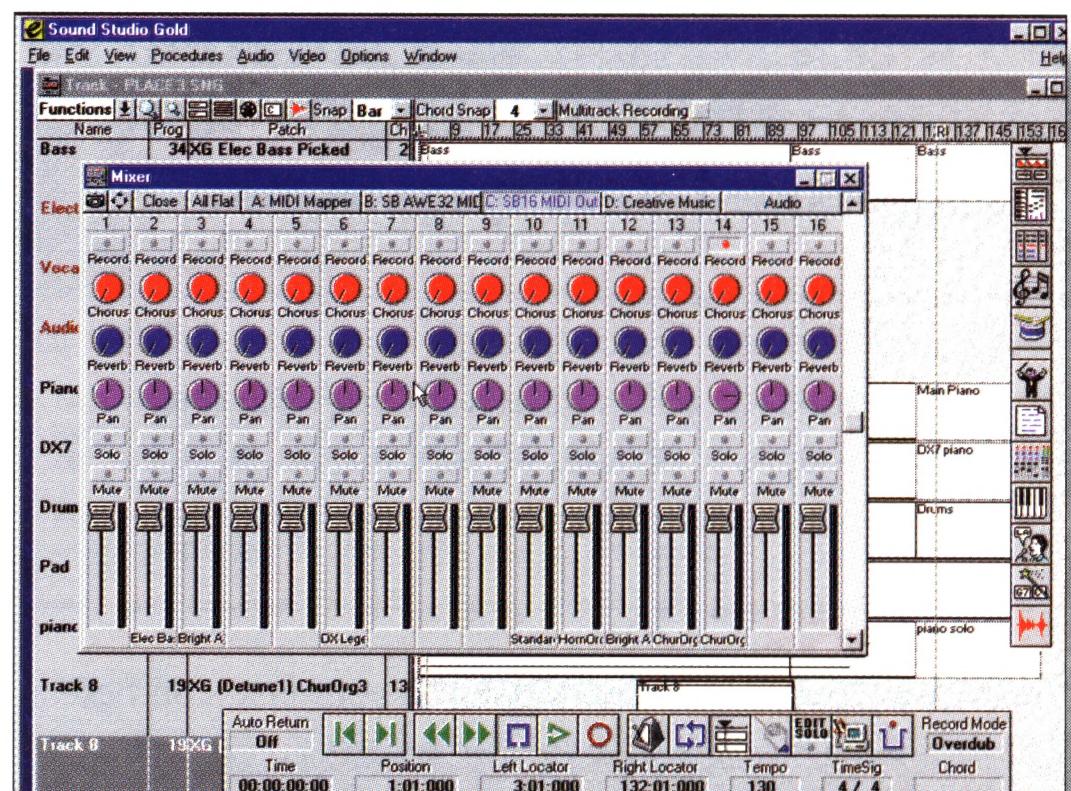


**Looking amazingly like real effects units, these are software programs that add special effects to the music creation program **Cubase VST**.**

and that means buying a video capture card which takes the standard pictures from a camcorder or a VCR and turns them into a digital format that the PC understands. Then, using a program, you can edit the video (rearrange it, add titles, a soundtrack, cut bits, whatever) rather as you would edit a still picture. The important difference is that video editing programs include a timeline which allows you to see visually where you are in a particular sequence and how the different frames will all fit together. When you see it on the screen it's like looking at a strip of movie film laid out in rows. Once you've edited your film, you can then watch it on the PC or save it back out to video tape so anyone can enjoy it. Of all the different things you can do on a PC, video editing is one of the most demanding and it isn't worth doing unless you've got a powerful PC with lots of memory and a big hard disk as video files take up a lot of space.



**Band-In-A-Box** is easy to use and automatically creates the accompaniment to your chosen tune in one of over 100 styles.



A typical music creation program, **Sound Studio Gold** also includes the computer equivalent of a mixing desk, seen here.

## Multimedia

You can use a multimedia authoring program (as they're usually called) to present any kind of information visually. They're harder to describe, because they tend to include a bit of everything: audio, video, photographs, artwork, animations and perhaps most importantly, interactivity. And they can be very good at persuading people about the benefits of a particular product or service. For example, the simplest way to promote your golf club might be to send out a standard letter; for greater impact, you might consider a desktop published flier; but if you felt that enough of your audience had a PC, the most effective way to convince them of the benefits of joining would be to use a multimedia authoring program to produce an interactive brochure. The authoring program would allow you to assemble photos of the course, a map, voiceovers from satisfied members, perhaps some background music, and maybe a short video welcome from the chairperson at the beginning. If you managed to keep the file size down, you could then post it to would-be members on a floppy disk that they could run on their own PC. It would also let you incorporate navigational buttons so that anyone who looks at the presentation can find their way around quickly and easily.

Most encouraging of all, top multimedia authoring programs don't require users to have any programming knowledge; it's more a question of gathering together all the components you want to use, then using the program to assemble them into something which has visual impact and is still easy to use.

# Education

## A PC is a teacher and librarian all in one – and it never gets tired of being asked daft questions.

The PC will tirelessly search through huge stores of data to find the information you want and, through the Internet, can access electronic libraries all over the world.

### Reference

Multimedia encyclopaedias should be your first stop here. These are electronic equivalents of books, except that along with words and pictures, they'll also include sounds, animations and video clips; they make cross-referencing easy too – all you do is click on the reference to go straight there. These programs are great for homework, though make sure the kids credit their sources.

### Kids software

You'll discover lots of fine products that will teach children about geography, world history, how things work, how to use the keyboard, how to spell, understand maths, draw and paint and improve their keyboard dexterity.

### The world

There are many good multimedia atlases and other mapping programs that can teach you about the geography of a faraway place, its culture, politics and society. Typically



One of the best kids' educational titles around, *My Amazing First World Explorer* is a beautifully presented, satisfying title.

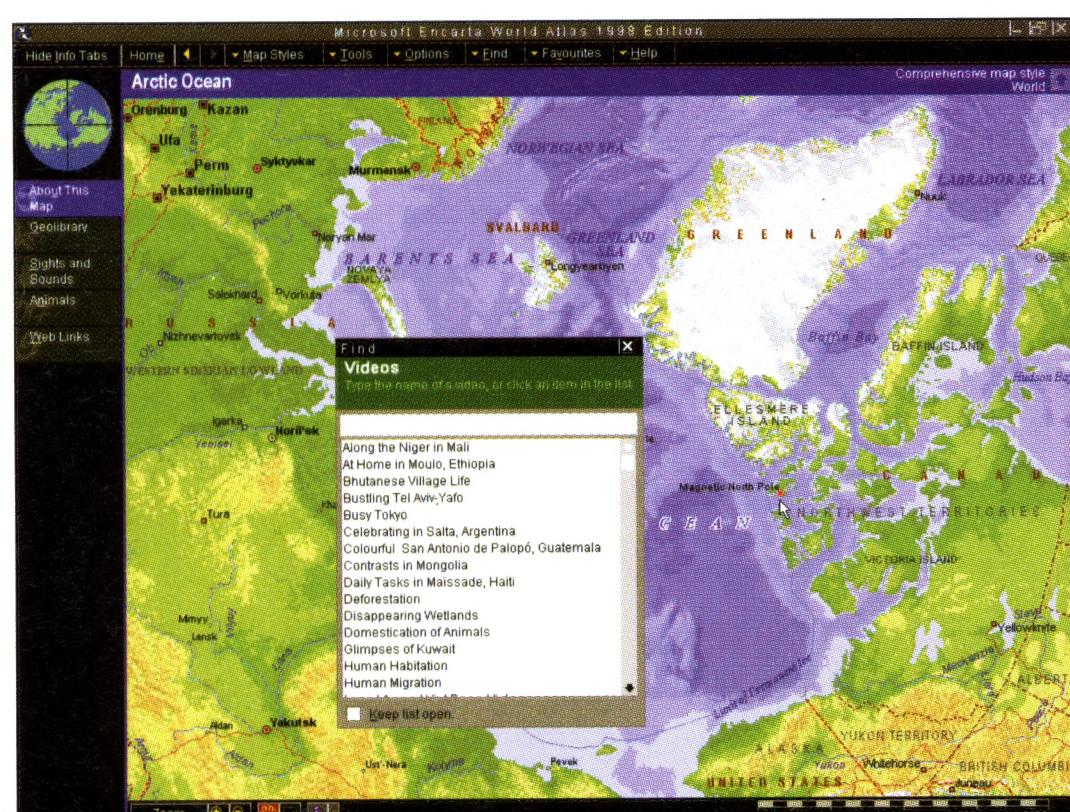
you'll see a map of the world which you can spin using the mouse, then zoom in on a certain place to start exploring; or, there'll be a search feature where you can look for a location by name. Once there, expect to see colour photographs and maybe animations, sound and video.

### Languages

Modern PCs have speakers and usually a microphone, which makes them naturals for language learning. Good programs not only teach you about grammar and sentence construction, but video clips place you in the airport, in a shop and buying a train ticket, where you have to speak into the microphone to make yourself understood.



Educational and fun, Disney's *Magic Artist* encourages children to learn the basics of drawing and painting.



Microsoft's *Encarta World Atlas* contains many videos from countries all over the world.

# The Internet

## Get on the Web and send email to friends and family, wherever they are. It couldn't be easier.

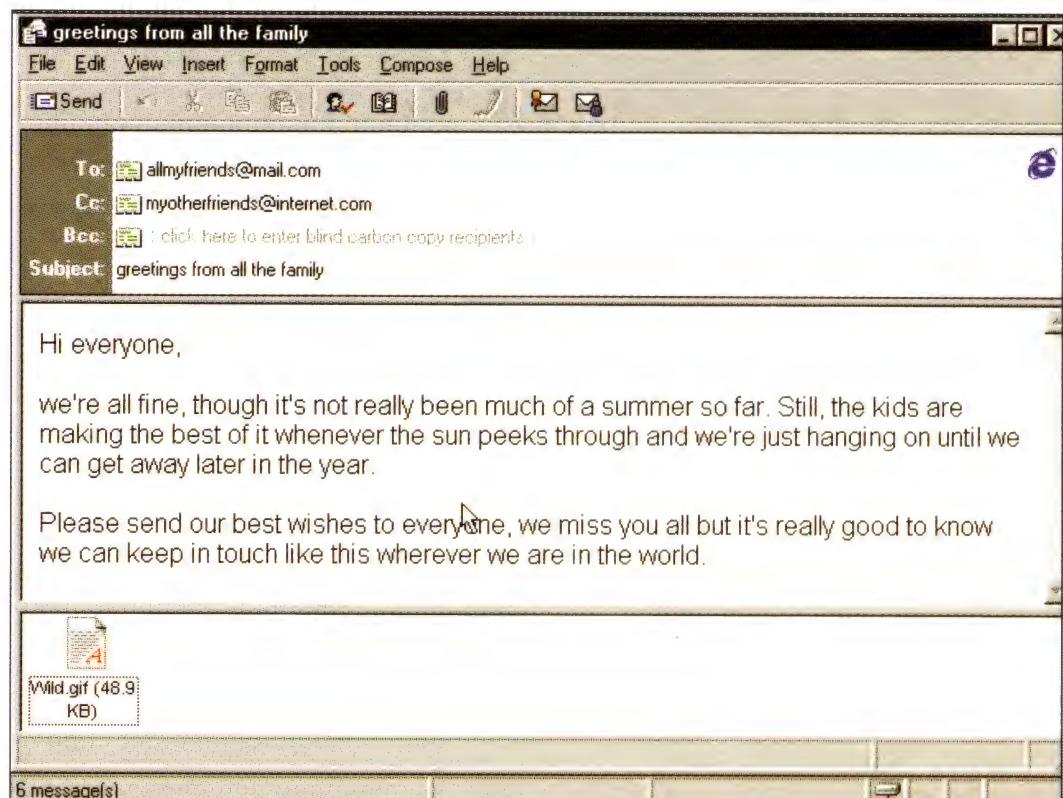
When you open an Internet account, you get a program that lets you send and receive electronic mail and another that allows you to look at the millions of pages of text, pictures, sound and video stored on the Internet – all free.

### Browsers

These programs let you look at the content stored on the world wide Web. Web sites are like electronic magazines, but they may also include sound, video and animated pictures. Some Web sites appear more quickly than others. This is usually because of the quality of your telephone connection or because the Web site you're trying to look at is popular.

### Electronic mail

This popular feature of the Internet is simplicity itself to use. To send a friend an electronic mail message (or email) all you need is their address. Like a letter, you type their address at the top, then write your message. Once you've written an email to one person, you can write to someone else, or lots of other people; or you can copy the same letter to a group. To send the emails, start your email program, then click the button (often called Send And-Receive). The program then dials into the Internet, sends all your messages, gets any new ones, then hangs up the phone line.



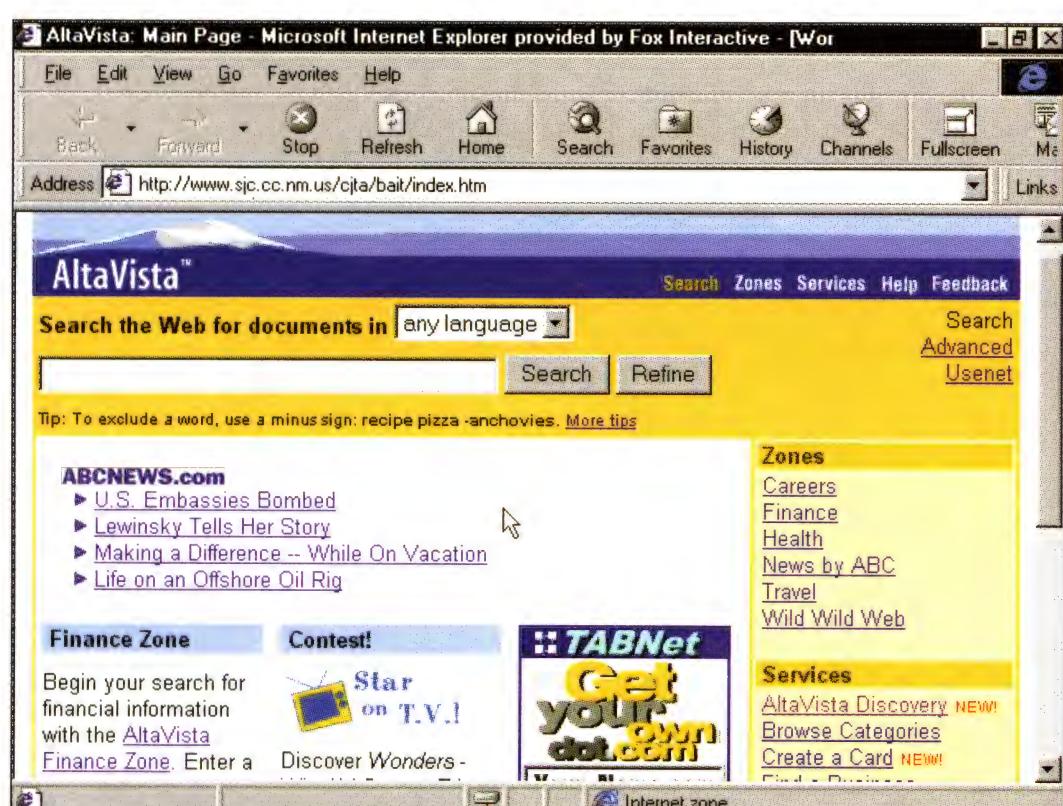
**This email is being sent with Outlook Express. You can see the address at the top, and that underneath you'll be sending a copy to someone else. The little icon at the bottom is a photograph that will be sent with the email.**

### Web page design

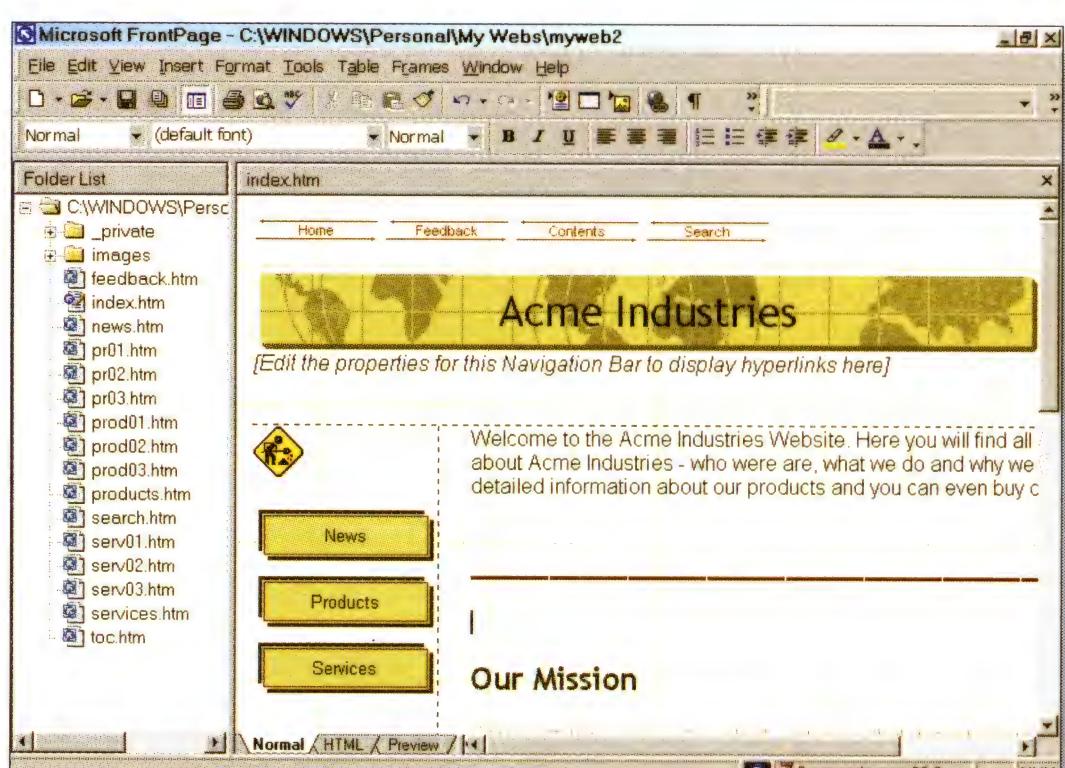
Building a Web site is like designing a newsletter. You lay it out with text and pictures, then add the buttons and other devices that help people find their way around. There are lots of simple Web design programs and good DTP programs often have a feature that turns publications into Web pages.

### Internet service providers

To connect to the Internet, you'll need an account with an Internet service provider. Tariffs vary, so you'll need to compare them to get the best deal.



A typical Web site, displayed on a typical Web browser. This page is one of the Internet's many search engines.



One of the easiest Web page creators is the CompuServe Web Page Wizard. It's possible to build a simple site in an hour.

# Games

**Enjoy your hard-earned free time with a quick shoot 'em up, a murder mystery or a whist drive.**

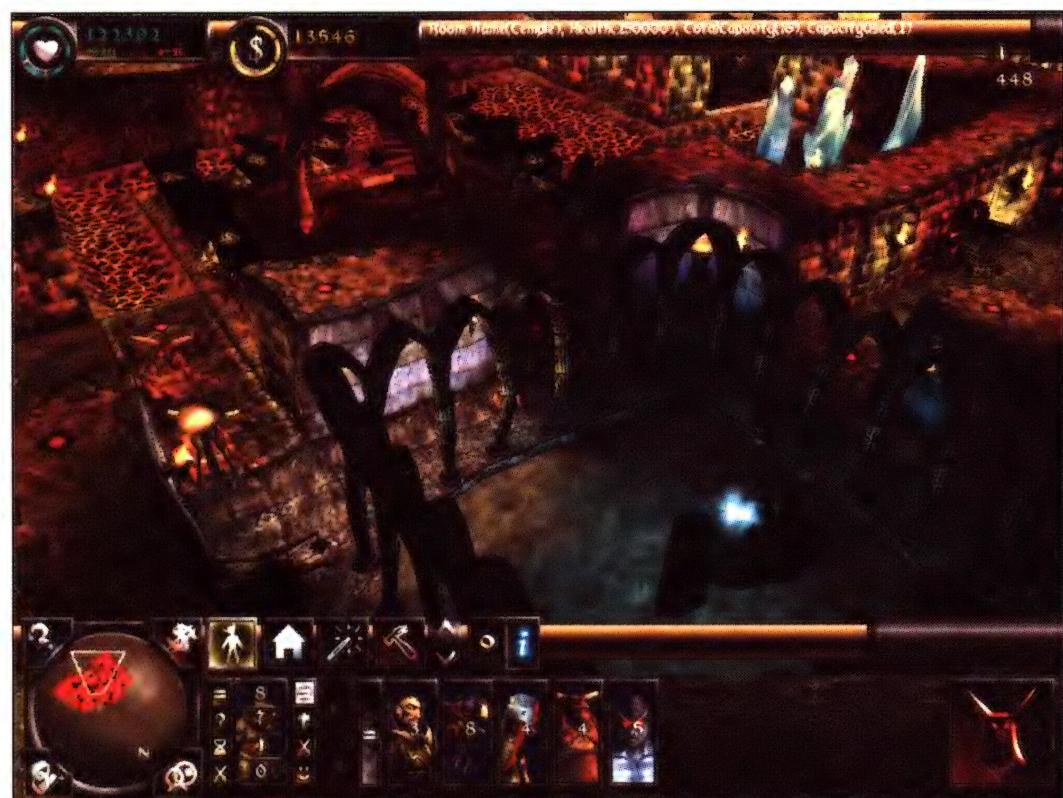
Although some games have had a poor press because they are bloodthirsty, these are easy to avoid. A glance at the cover will tell you, and if you're unsure, look for the ELSPA rating on the box: it's like a film certificate. Most games can be played with the mouse and/or keyboard, although some need a joystick, which is like a real pilot's flightstick.

## Action

Here, the range is enormous. There are realistic plane and helicopter simulators and first person shoot 'em ups, where your character hurtles down corridors, shooting everything that moves. There are some good car racing games (often using real circuit layouts), platform games (in the style of Sonic the Hedgehog) and space fighting games; plus soccer, rugby, tennis, hockey, golf and even fishing games.

## Strategy

With their emphasis on strategy, these games (often with themes of trade and conquest) are more thought-provoking than their action counterparts. They're still exciting, though. Typically the game will give you an aerial view of a city, a country or the ocean floor, and your job is to make your side prosper. Detective games are fun too, where you solve a crime by interviewing suspects and gathering clues.



You control a dungeon full of monsters in **Dungeon Keeper 2** and it takes lots of planning to keep adventurers out.



**Aliens vs Predator adds a new twist to the first person shoot 'em up by letting you play as an alien, predator or marine.**

## Card and board

There are loads of card and board games, from the two that come free with Windows, to curious hybrids like Star Wars Monopoly which is the original game reworked with Star Wars locations and characters. Versions of Chinese games are popular, as are bridge and chess, jigsaws, solitaire, poker and whist.

## Online

If you're connected to the Internet, you can play games against other people. You both connect at the same time, and then, instead of playing against the PC as usual, you can race against each other, or try and defeat each other's armies, or test out your chess skills.



This amazingly realistic game is Microsoft's **International Football 2000**. It's a demanding program that requires a powerful computer to run properly.

# Utilities

## Spring clean your computer and rediscover swathes of disk space. Watch out for viruses, too.

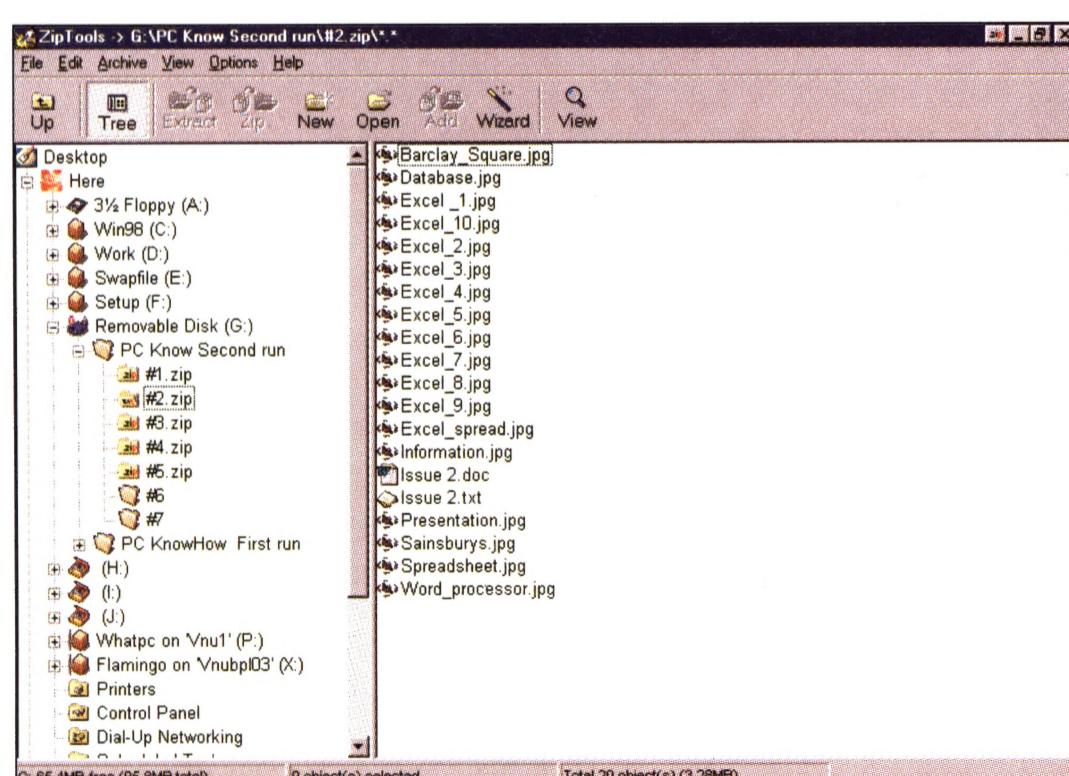
Utilities tend to be small programs that concentrate on doing one thing well, usually behind the scenes, and can help make computing less troublesome.

### Housekeeping

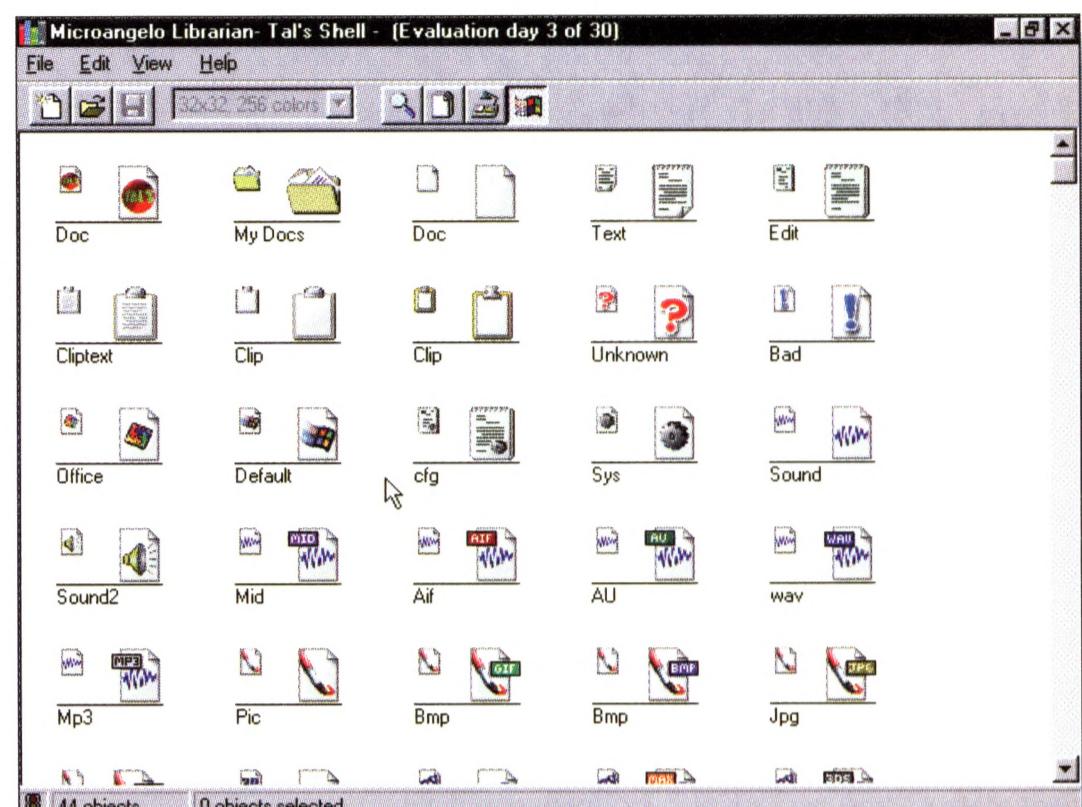
If you've had your PC a while, you'll probably notice that the free space on your hard disk disappears by the second, even when you've removed programs that you didn't need any more. Chances are, you didn't remove them properly. That's because when you install a new Windows program it chucks itself all over your PC and you need a program to sweep up behind it. These are often called uninstallers; they're inexpensive and can save you loads of disk space.

### Anti-virus

A virus is a small program written by someone to damage other computers. Installing an anti-virus program is the best way to protect yourself, though it's important to register your program when you buy it because to be effective, anti-virus programs need to be updated regularly. The cheapest way to do this is to download updates from the Internet. Also, be careful about the type of programs you run on your PC – programs bought second-hand at a car boot sale, for example.



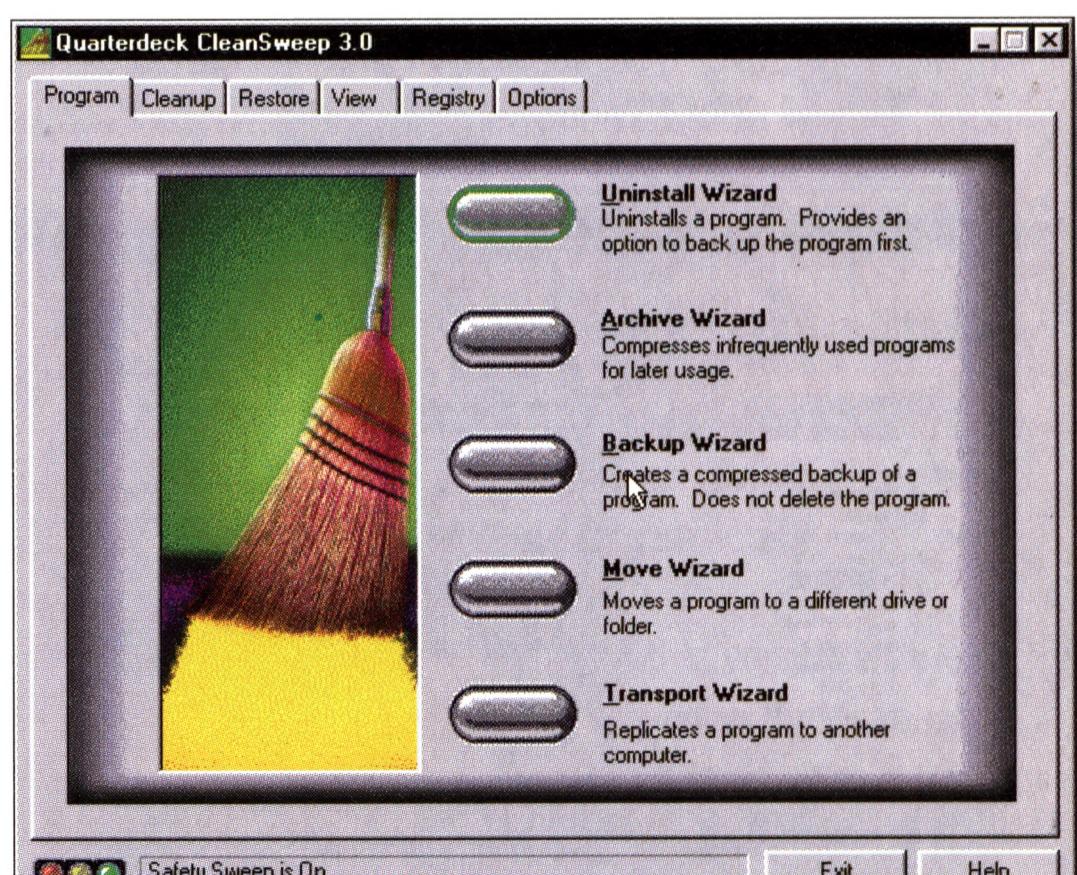
**ZipMagic** lets you manage your compressed .zip files with a simple interface. It even lets you look inside them without decompressing them first.



Some utilities are just for fun, like this. **Microangelo** allows you to create and edit new icons for your PC.

### Compression

These utilities are great space savers. You can, for example, use them to create more space on your hard disk. They work by carefully rearranging the information that makes up your files so they take up less space. You'll usually notice that things work slightly slower when a disk has been compressed, because the software has to decompress and re-compress every time you open or save a file. Alternatively, you can get programs that compress individual groups of files so that, for example, they'll fit on a floppy disk. Files compressed in this way are popular with people who need to send stuff over the Internet because they take up less space, and therefore mean smaller phone bills.



**Cleansweep**'s main screen. From here you can easily remove unwanted programs from your PC's hard disk.

# CD-ROMs 2 and 3

## Your guide to the programs on the CD-ROMs free with parts four and eight of *PC KnowHow*.

With Windows 95 or 98, put the CD in your PC's drive. A menu appears asking if you want to run the CD-ROM.

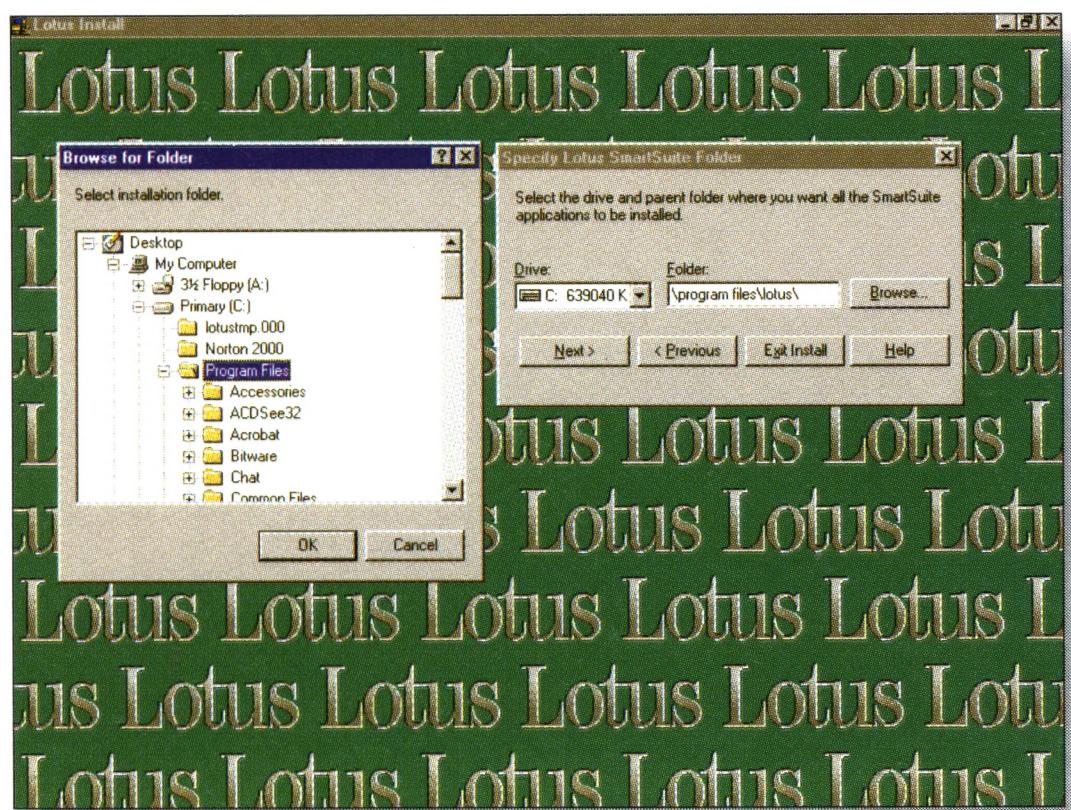
The CD-ROM won't install files on your hard disk until you tell it to. That means you can browse the CD and read about the great programs on it. When you want to install a program, click the Install button, and follow the instructions.

Although some of the programs are cut-down versions, they provide enough to help you understand and get the most out of *PC KnowHow*'s projects.

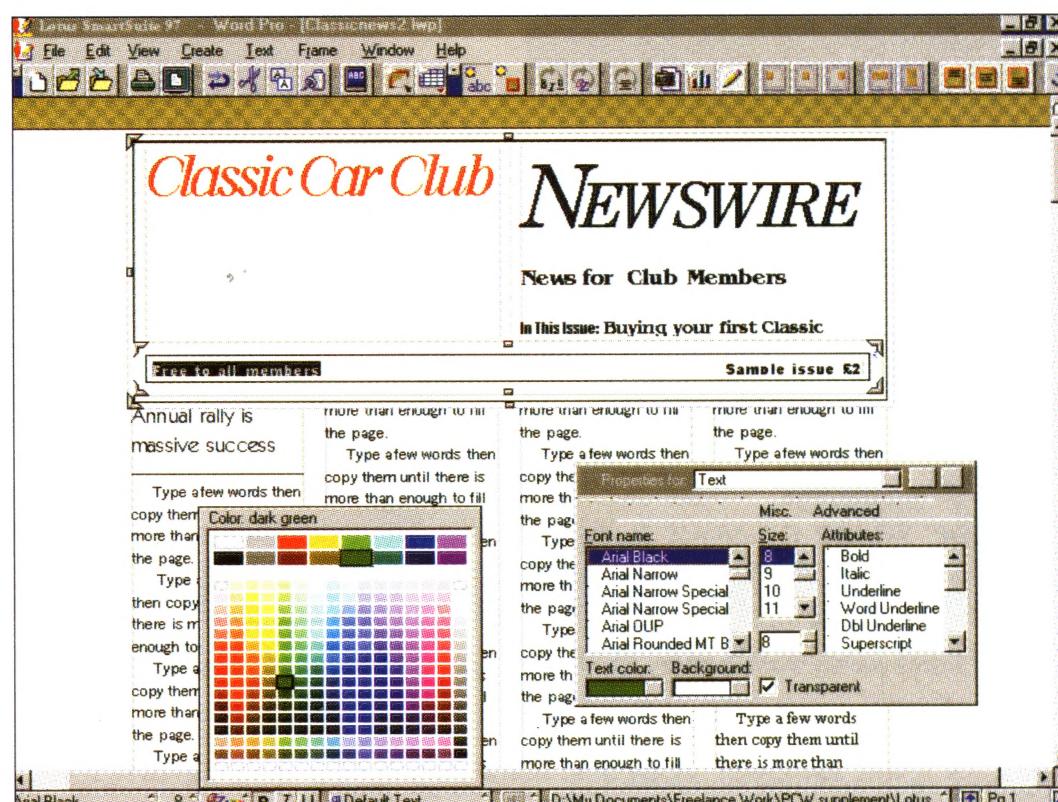
Read the Welcome screen, which helps you find your way around the CD and tells you how to install or run the programs. Some programs can be run directly from the CD-ROM; others need to install files on your hard disk first. Full instructions are given on the CD-ROM, and you'll find plenty of notes on each of the programs. Read them carefully before running any of the programs.

## Software featured on CD-ROM 2

● **Lotus SmartSuite 97** SmartSuite 97 is a fully-featured suite of office applications. As well as a spreadsheet, word processor and database in the forms of Lotus 1-2-3, Word Pro and Approach, it includes Freelance (a presentation graphics module), Lotus Organizer (a personal information manager) and an unusual tool called ScreenCam which records and replays any screen activity. ScreenCam is invaluable if you ever have to create program demos or train others how to use Windows.

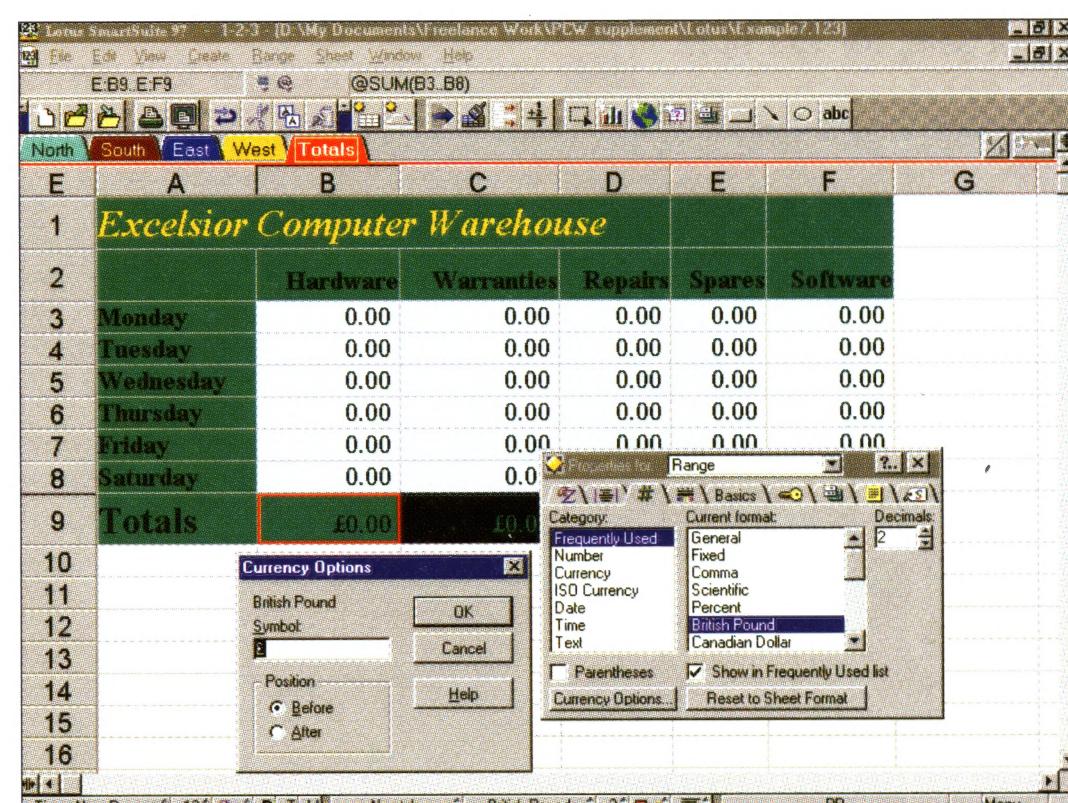


Word Pro 97 offers everything you could want in a word processor. You can enter, edit and format text and there are the usual proofing tools for checking spelling and grammar.



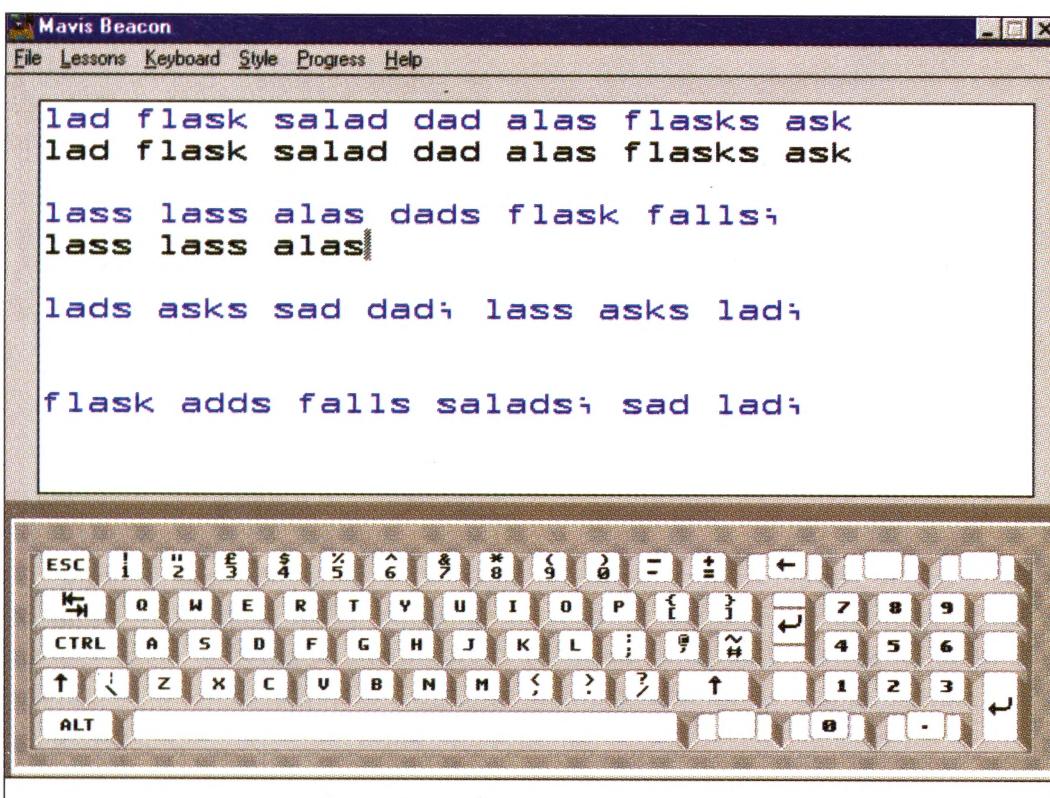
SmartSuite interacts with whatever Web browser and mail system is installed on your PC, and even incorporates a scripting language with which skilled users can build cross-module applications.

The illustrated manual for Lotus SmartSuite 97 is included on the CD-ROM in Adobe Acrobat format (along with Acrobat Reader, just in case you haven't already got it) and there are four separate manuals for the scripting language. In short, Lotus SmartSuite 97 provides everything you need to work from home or to run a small business, and it's completely free.

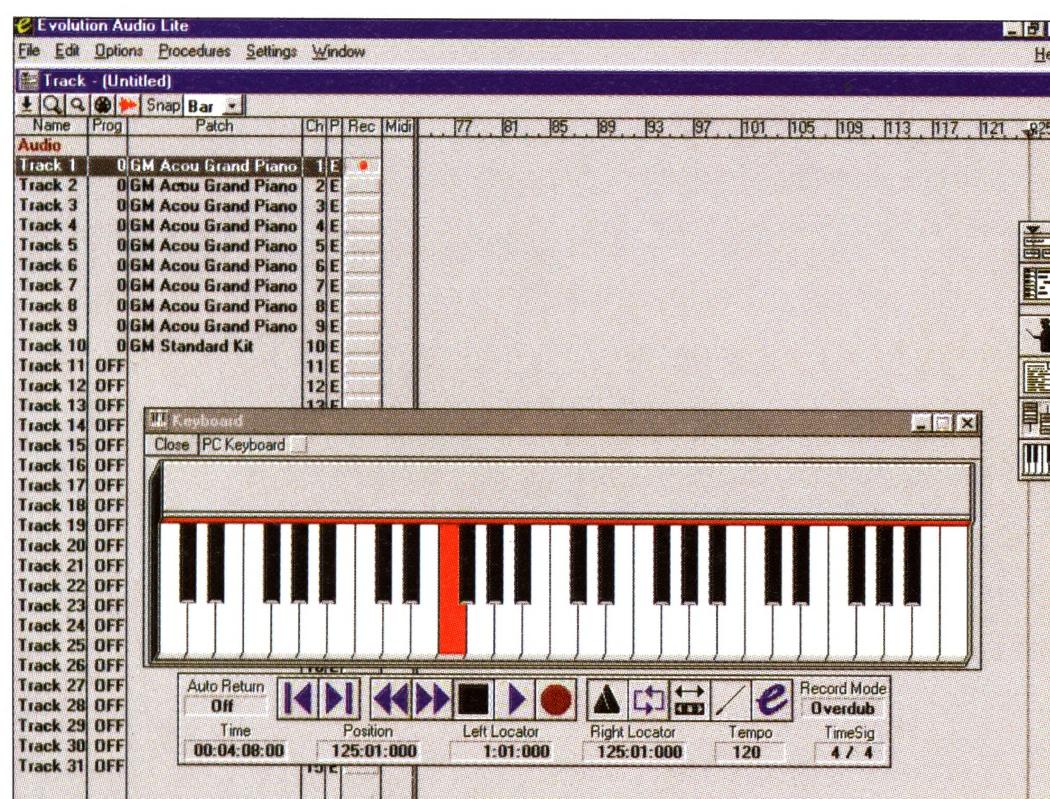


● **SmartSuite is for domestic evaluation purposes only and is not for commercial or professional use and is not supported by IBM or Lotus.**

**Mavis Beacon Teaches Typing** Whatever the voice recognition enthusiasts might tell you, the keyboard will remain the main way of getting information into your PC for a long time yet. To help you to improve your keying skills, the CD-ROM includes a copy of the highly popular Mavis Beacon Teaches Typing. This long-established program analyses your typing strengths and weaknesses using a series of structured exercises and tailors the lessons to suit you. Graphs display your progress in a variety of ways, and for light relief there's a couple of games to test your dexterity.

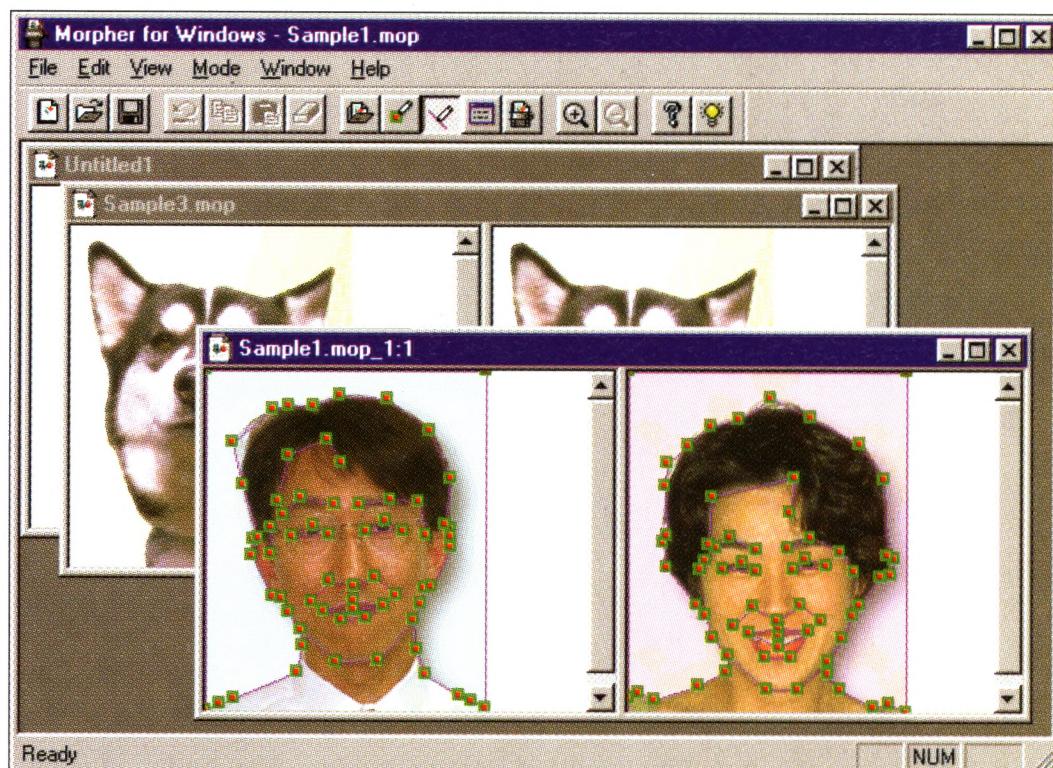


**Evolution Audio Lite** Evolution Audio Lite is a versatile music editor. With it, you can record and edit your own MIDI and audio music or toy with existing songs. To use Audio Lite you need a MIDI soundcard and driver on your PC. Almost all PC soundcards are suitable but you'll get the best results if you have a wavetable card with realistic instrument sounds.

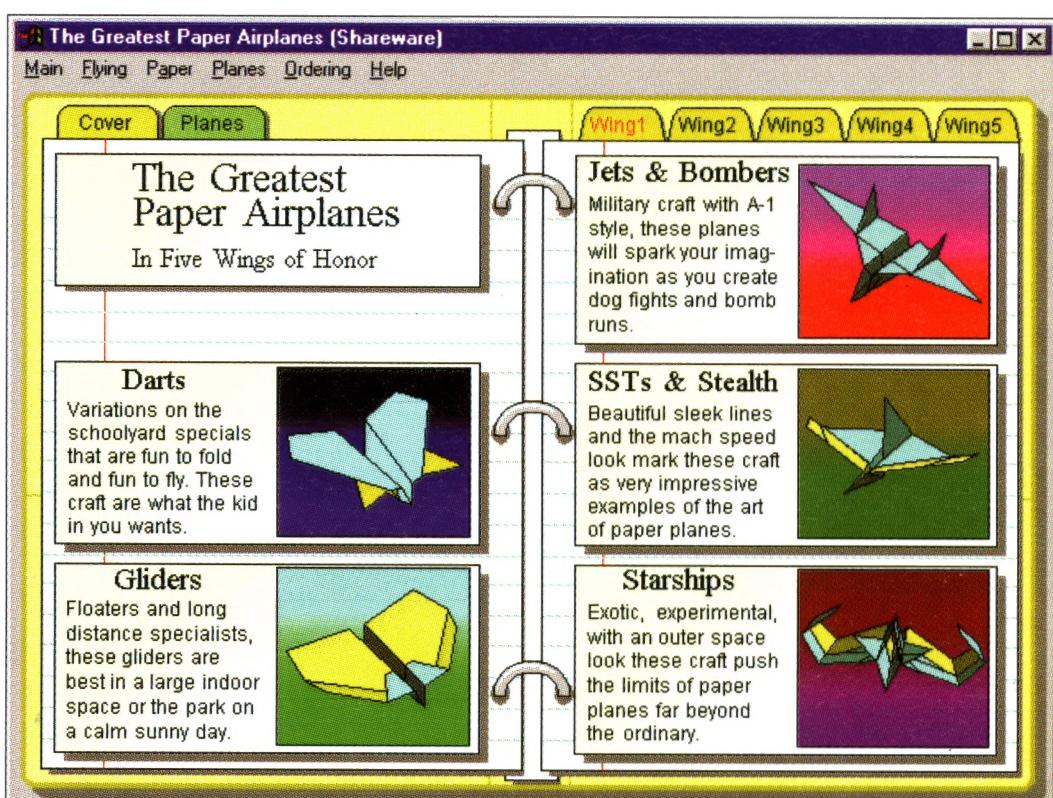


**Digital Shakespeare** The full text of Shakespeare's *King Lear* as a Windows Write file. The text is presented unformatted, not just as bedtime reading, but as a useful source data file. You may want to try formatting it properly in your DTP program or word processor, marking it up as HTML or using it for textual analysis such as word counting and frequency checking.

**Morpher for Windows** This lets you combine pictures on your computer to create great special effects – to transform pictures of parents and their children, to mutate your boss into various animals and so forth. You can create static images or animations (as .avi files) that show the transformations as they occur.



**Greatest Paper Airplanes** This shows you how to construct a series of sophisticated paper aeroplanes. Even if you don't want to make the planes themselves, it's worth trying the program just to see the way its animation can bring a subject to life and teach procedures that would be difficult to reproduce in a printed book.



**Old English Fonts** This is a serious collection of Windows fonts. Peter Baker's Old English Fonts is intended for students and scholars working with Old English. These typefaces include a broad range of characters and ligatures that are hard to find elsewhere.

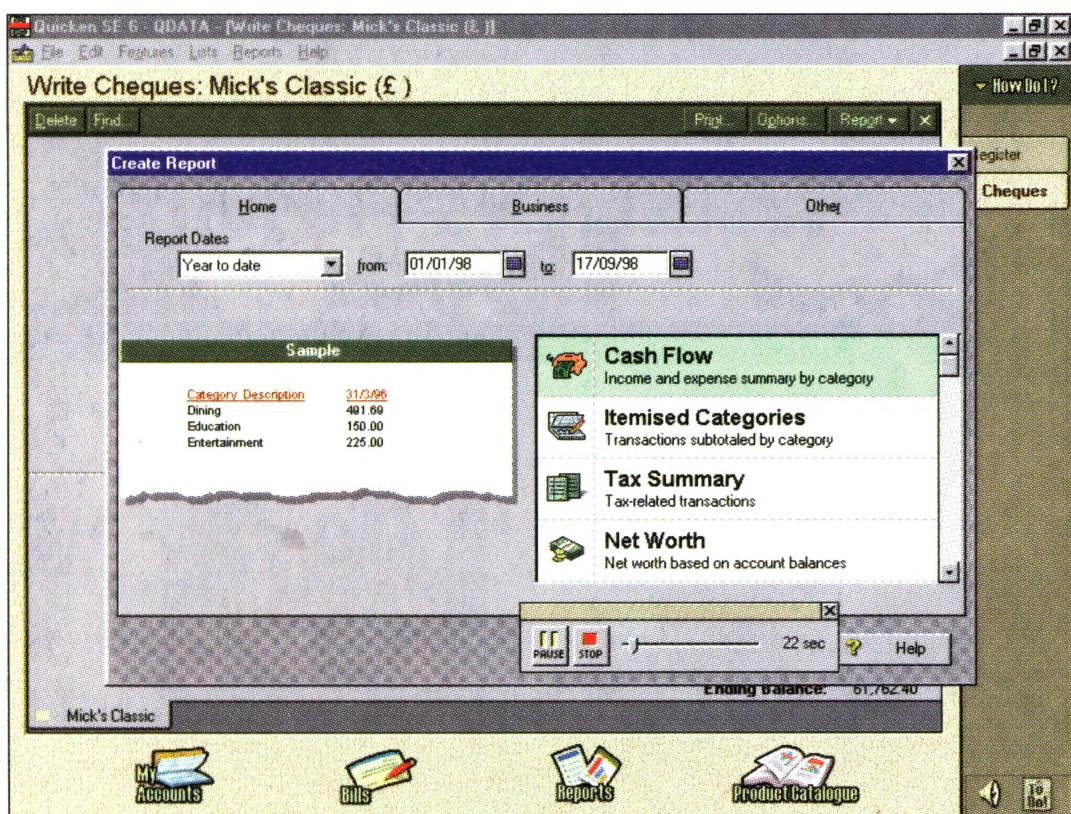
**MS Reversi** A simple, but addictive version of the traditional Reversi or Othello game written by Microsoft that will become a welcome addition to your desktop.

**PLUS** A whole host of software goodies, including a collection of screensavers for your amusement.

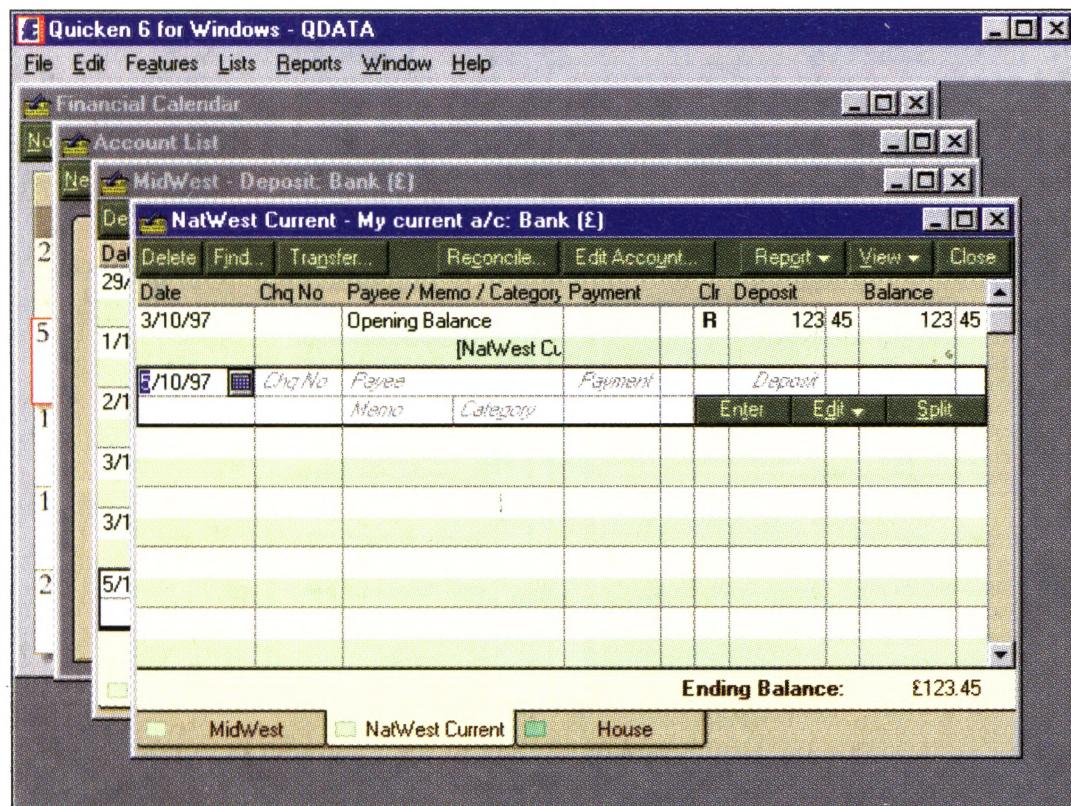
**Please note that the contents of the CD-ROMs may change without notice.**

## Software featured on CD-ROM 3

● **Quicken SE 6** (Available to UK and Ireland readers only.) A free fully-working copy of the Special Edition of Quicken 6. This famous best-seller is intended to look after your personal finances, but it's so capable and easy to use that many people also use it for small businesses.

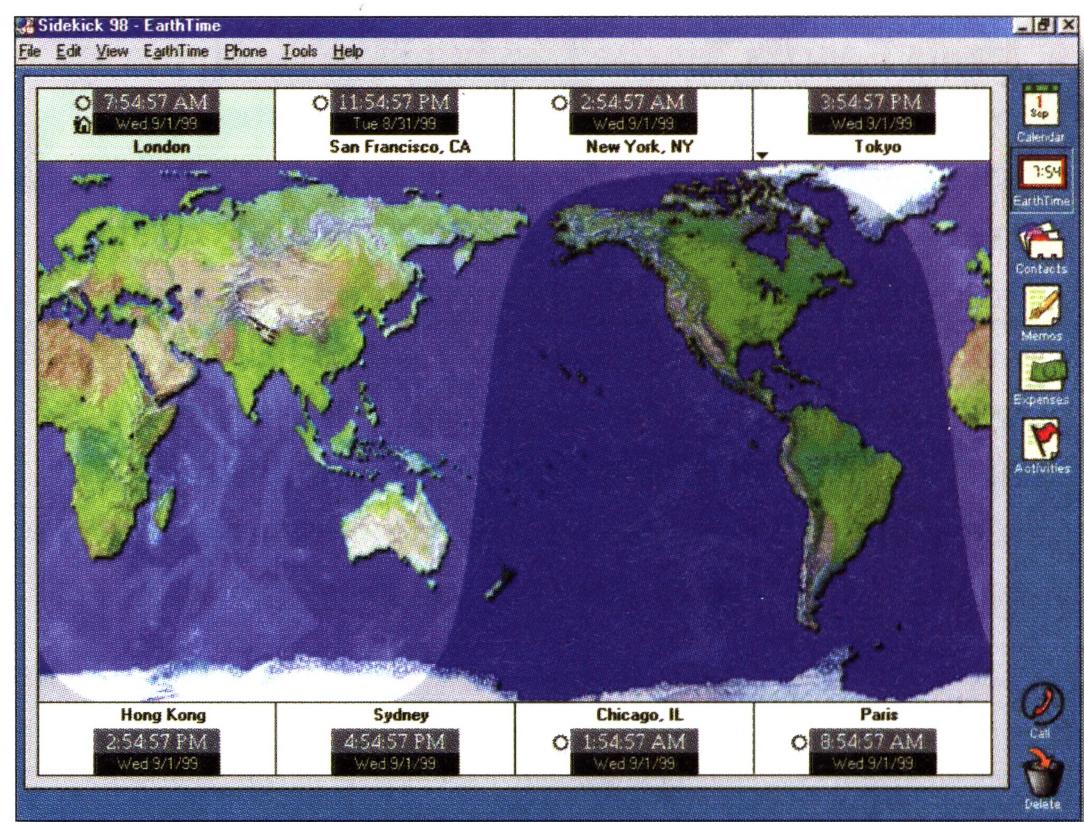


Quicken tracks day-to-day transactions in an account register that looks just like a bank statement. By giving a category for each transaction, Quicken can create reports and graphs to show where you're spending your money. It can balance accounts in minutes, print cheques, keep accurate records for taxes and expenses and track VAT.

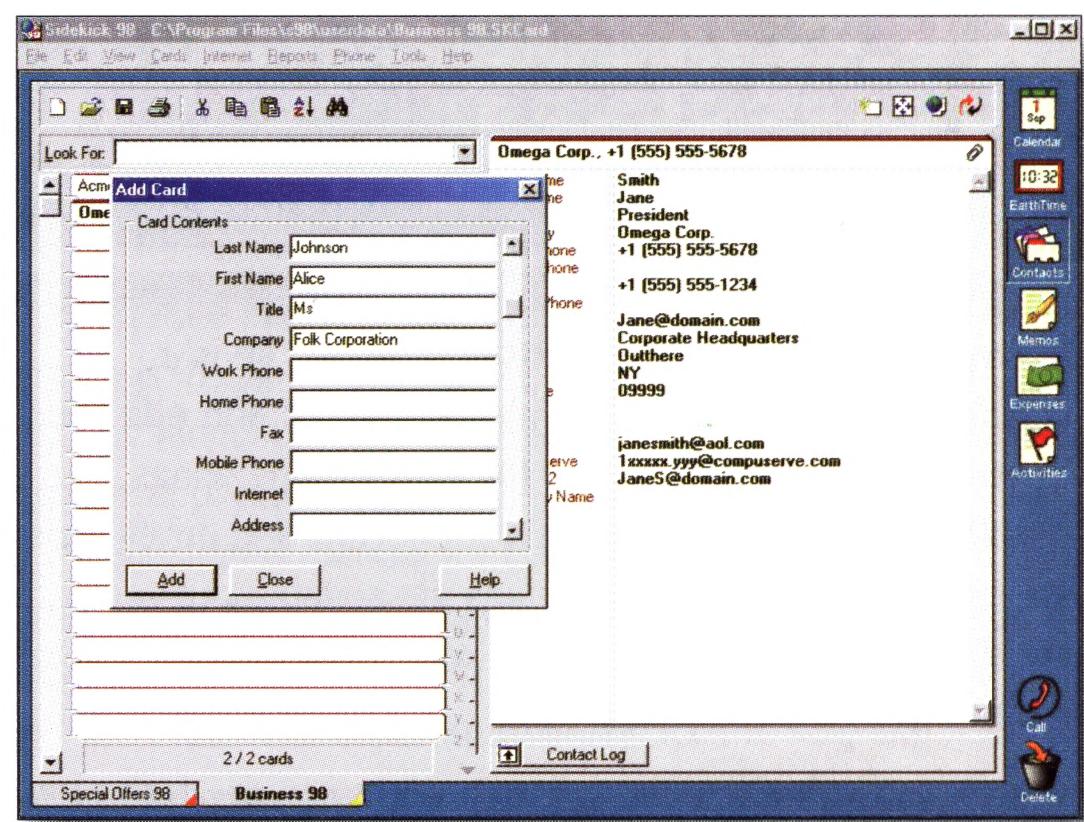


● **Quicken SE 6 has not been fully tested for year 2000 compliance. It may not recognise Year 2000 dates and some features may not operate as a result. Neither Intuit nor VNU will be held liable for any difficulties, loss of data or any other problems experienced as a result of any software failure.**

● **Liberty Basic** Programming your PC might seem a daunting prospect, but it was a necessity when computers first appeared. Liberty Basic is a shareware version of the Basic programming language, a way of programming intended to be easy to learn and quick to apply.



● **Sidekick 98** This is a fully-working version of the best-selling personal organiser, offering a calendar, card file, to do list, notepad, speed dialler and more. Sidekick has been much imitated and there's no shortage of alternative packages now available for Windows.



● **Winning Bridge for Windows** A shareware program for Windows that provides a tireless opponent for practice or play. Winning Bridge includes online help and a brief introduction to the game.

● **Green Eggs & Ham** Living Books has an unrivalled ability to bring stories to life on CD. Rather like the pages in a book, the discs have a series of animated scenes with a story teller, sound effects and music. Each scene is made to explore with the mouse, with little hidden animations or effects tucked behind objects and characters in the story.

● **Screensaver collection** Three more screensavers for you to try: Plasma Clouds fills the screen with a swirling fractal pattern and then cycles the colours in it to create the appearance of colourful gas clouds; Electric! draws a pattern and then slides colours over it; and Smear is a fun animation that can look very effective when running. It takes the existing Desktop display and smears it around the screen as if it had been soaked in paint or water and become a pliable, soggy image.